



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

### **AGENDA**

October 19<sup>th</sup>, 2023 at 2:00 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. September 21, 2023
  - Recreation Committee Minutes
    - i. September 5, 2023
  - Library Board Minutes
    - i. June 6, 2023
8. Petitions and Correspondence  
Information Only – (Please advise if you feel any item warrants further consideration)
  - i. Association of Municipalities of Ontario – Affordable Homes and Good Jobs Act
  - ii. Wasaga Beach – Illegal Car Rally
  - iii. Township of Montague – Municipal Freedom of Information and Protection of Privacy Act
  - iv. Town of Aurora – Opposition to Strong Mayors Powers in Aurora
  - v. Association of Municipalities of Ontario – New Ministers and Transit Legislation
  - vi. Township of West Lincoln – Challenges Faced by Smaller Developers in Ontario Communities
  - vii. Municipality of Bluewater – Childcare Availability in Ontario

- viii. City of Pembroke/ Pembroke Public Library – 2024 Multicultural Festival Sponsorship
- ix. Town of Cobourg – Illegal Land Use Enforcement
- x. Ministry of Infrastructure - Administrative Penalties Regulation under the Building Broadband Faster Act

9. Council Reports –

- i. Report 23/10/19/901 – Mayor's Report

10. Staff Reports – none

- i. Report 23/10/19/1001 – Clerk's Report

11. Financial Reports - none

12. Unfinished Business - none

13. Addendum (New Business)

- i. Report 23/10/19/1301 – RAC Appointments

14. Notice of Motion - none

15. Policy/By-Law Review

- i. Report 23/10/19/1501 – Policy Review
- ii. Adoption of By-law 2023-22 Accountability and Transparency
- iii. Adoption of By-law 2023-23 Delegation of Powers and Authority
- iv. Report 23/10/19/1502 – Fee Schedule Amendment
- v. Report 23/10/19/1503 – Multi-Year Accessibility Report

16. By-Laws - none

17. Closed Session - none

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 September 21, 2023**

Minutes of a regular meeting of Council held on Thursday, September 21<sup>st</sup>, 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  
**Absent/Regrets:** none  
**Guests:** none
- 4. RECITAL OF THE MUNICIPAL MISSION AND VISION STATEMENTS** – Councillor Kelly-Chamberlain  
**HCM Mission:** At your service; working effectively to bring together people, partnerships and potential for a strong, connected community.  
**HCM Vision:** Providing a healthy, connected and sustainable community teeming with possibilities for our citizens now and into the future.
- 5. DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF** – none
- 6. DEPUTATIONS AND PRESENTATIONS**
  - i. Public Feedback on Accessibility  
  
No members of the public were in attendance to provide feedback. Council reviewed the feedback received through the online survey. Councillor Leclerc suggested creating designated drop-off area at the community centre main entrance.
- 7. ADOPTION OF MINUTES OF PREVIOUS MEETINGS (INCLUDING COMMITTEES)**  
Resolution No.: 23/09/21/001  
Moved by Councillor Richer and Seconded by Councillor Kelly-Chamberlain  
**BE IT RESOLVED THAT** the minutes of the regular meeting of August 26, 2023 be accepted as presented.  
  
Carried Unanimously
- 8. CORRESPONDENCE & PETITIONS**  
**Petitions** - none

### **Correspondence**

- i. Upper Ottawa Valley Seniors Friendship Club – Seniors Active Living Centre Grant
- ii. Ontario Provincial Police – Distribution of Police Record Check Revenue to Municipalities
- iii. Town of Grimsby – Establishing Guaranteed Livable Income
- iv. Renfrew County Regional Science and Technology Fair – Donation
- v. Watson & Associates/ County of Renfrew – Development Charges

### **9. MAYOR'S REPORT**

- i. Report 23/09/21/901 –Mayor's Report – for information only.

### **10. STAFF REPORT**

- i. Report 23/09/21/1001 – Clerk's Report  
Resolution No.: 23/09/21/002  
Moved by Councillor Richer and Seconded by Councillor LeClerc  
**WHEREAS** the Association of Municipalities of Ontario is offering Councillor Training at a cost of \$520 per participant;  
**THEREFORE BE IT RESOLVED THAT** the United Townships of Head, Clara and Maria hereby directs the Clerk to register two member(s) of Council at a cost of \$1040.  
Carried Unanimously

### **11. FINANCIAL REPORTS**

- i. Report 23/09/21/1201 – Revenue and Expense Report  
Resolution No.: 23/09/21/003  
Moved by Councillor Dowser and Seconded by Councillor Kelly-Chamberlain  
**BE IT RESOLVED THAT** the Revenue and Expense Report ending August 31, 2023 be accepted as presented.  
Carried Unanimously
- ii. Report 23/09/21/1202 – 2024 Budget Considerations  
**Action: Clerk to remove extension of the pavilion at Old Mackey Park from 2023 budget considerations.**

### **12. UNFINISHED BUSINESS**

- i. Report 23/09/21/1201 – 2023-2027 Strategic Plan  
Resolution No.: 23/09/21/004  
Moved by Councillor Dowser and Seconded by Councillor Richer  
**WHEREAS** Council has reviewed, and had the opportunity to make revisions to, the proposed Strategic Plan;  
**AND WHEREAS** Council has completed the public consultation process to receive comments and input regarding the Strategic Plan;  
**THEREFORE BE IT RESOLVED THAT** Council of the United Townships does hereby adopt the 2023-2027 Strategic Plan as presented.  
Carried Unanimously

Council called a four-minute recess at 4:56 p.m.

### 13. NEW BUSINESS

- i. Report 23/09/21/1301 – Waste Disposal Tipping Fee Schedule

**Action: Clerk to bring report back to Council to consider accepting payment for tipping fees at the waste disposal sites, including the frequency of billing and reduction in administrative versus waste management processing time.**

### 14. NOTICE OF MOTION – none

### 15. POLICY/BY-LAW REVIEW

- i. Report 23/09/21/1501 – By-law Revisions and Update – for information only.

### 16. BY-LAWS

- i. Report 23/09/21/1601 – Procurement By-law

Resolution No.: 23/09/21/005

Moved by Councillor Kelly-Chamberlain and Seconded by Councillor Dowser

**WHEREAS** By-law 2023-19 received its first and second reading at the regular meeting of Council on August 26<sup>th</sup>, 2023;

**AND WHEREAS** Council provided direction to the Clerk to revise the by-law and bring it back for final adoption at the regular meeting of September 21<sup>st</sup>, 2023;

**THEREFORE BE IT RESOLVED THAT** By-law 2023-19 being a by-law governing the procurement of goods and services be read a third time passed.

Carried Unanimously

- ii. Report 23/09/21/1601 – Sale and Disposition of Land By-law

Resolution No.: 23/09/21/006

Moved by Councillor Dowser and Seconded by Councillor LeClerc

**WHEREAS** Section 270 of the Municipal Act, 2001 provides that every municipality shall adopt and maintain a policy with respect to the sale and other disposition of land;

**WHEREAS** the Council of the United Townships of Head, Clara and Maria passed By-law 2009-08 to establish procedures with respect to the sale and other disposition of land owned by the municipality on September 3, 2010;

**WHEREAS** the Council of United Township deems it necessary and expedient to rescind By-law 2009-08 and Adopt By-law 2023-20, a revised policy governing the sale and other disposition of land owned by the Municipality; and

**THEREFORE BE IT RESOLVED THAT** the By-Law 2023-20 being a by-law governing the sale and disposition of land be read a first, second and third time passed.

Carried Unanimously

## **17. QUESTIONS AND ANSWERS –**

Fall newsletter to include: looking at establishing a business directory; a year in review with message from each member of Council; wildfire contract information; pictures of pumpkins.

Would like to see social gatherings – different kinds of coffee and baking.

The Municipality's promotional brochure should be update and it can be sent out to new residents.

## **18. CONFIRMATION OF PROCEEDINGS**

Resolution No.: 23/09/21/007

Moved by Councillor Kelly-Chamberlain and Seconded by Councillor Richer

**BE IT RESOLVED THAT** By-law 2023-21 being a by-law to confirm proceedings of the meeting of the Council of Thursday, September 21, 2023 be read a first time short and passed.

Carried Unanimously

## **19. ADJOURNMENT**

Resolution No.: 23/09/21/008

Moved by Councillor Richer and Seconded by Councillor Dowser

**BE IT RESOLVED THAT** this meeting adjourn at 5:35 p.m. to meet again on Thursday, October 19, 2023 at 2:00 p.m.

Carried Unanimously

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**MAYOR**

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**CLERK**

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

**Minutes**

Tuesday September 5<sup>th</sup>, 2023– 3:00 p.m.

1. Roll Call:

Committee Members: Glenn Stewart, Bonnie Stewart

Council Reps: Deputy Mayor Rachel Richer

Chairperson: Councillor Chris Dowser

Staff: Stephany Rauche

Absent: Deborah Froehlich

Guests:

Adoption of Agenda:

Moved by: Glenn Stewart seconded by: Bonnie Stewart

Be it resolved that the Agenda for September 5<sup>th</sup>, 2023 meeting be accepted as presented.

Adoption of Previous Minutes:

Moved by: Glenn Stewart Seconded by: Bonnie Stewart

Be it resolved that the meeting Minutes for August 6<sup>th</sup> 2023 be accepted as presented.

2. Unfinished Business:

I. NYE

Rachel has made a list to start gathering volunteers to either work the event or donate food items. Glenn will reach out to volunteers and see if we can find people to cook. We could use the chaffing dishes to keep the dishes warm. Bonnie and Rachel will reach out to Stephany at a later date to have a look at the decorations. The committee decided to sell advance tickets only from November 1<sup>st</sup> to December 15<sup>th</sup>, 2023 the tickets will be \$10.00 per tickets and there will be 100 tickets available. We will need 4 bartenders for the event. The event will take place from 8:00 p.m. until 2:00 a.m.

**Action: Stephany to reach out to the volunteers to see who would like to volunteer bartend.**



II. Winter Games

Action: move to the next meeting. Members will talk to residents to find out what time of games the residents want to see in the community.

III. Fall Ball Game

The extension will be installed, the BBQ will be in place. Rachel will have her smart serve completed for the tournament. Stephany will show her the keys and the bar after the meeting.

3. New Business

I. Halloween

To be re visited-Possible matinee movie

II. Movie Night

III. Update on Bingo's

The RAC cannot host any Bingos, only charitable organisation can host bingos and must obtain a licence in the office.

4. Financials –

5. Events-

- **Fall Ball Tournament**

Bartender: Rachel Richer

RAC Rep:

- **DYI Comedy Tour September 20<sup>th</sup>, 2023**

Bartender: Crystal Fischer

RAC Rep:

6. Questions and Answers:

Mr. Gibson; something that has bothered him for a while now is that we have so many new people in our community and we are not doing anything for them. He would like to establish a welcoming committee. Chris Dowser: This maybe something to bring to the council table for discussion. Jim will bring a deputation to the next meeting.



Moved by: Glenn Stewart Seconded by: Bonnie Stewart

Be it resolved that this meeting adjourn at 4:23 p.m. to meet again October 3<sup>rd</sup>, 2023.

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

**June 6<sup>th</sup> , 2023**

A Regular Meeting held on June 6, 2023 was called to order at 10 AM

*As we gather this morning, I would like to acknowledge on behalf of The Head Clara & Maria Public Library Board 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.*

**1. Roll Call**

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

**2. Pecuniary interest: none**

**3. Approval of agenda:**

*Resolution #1;* Moved by Fran Kelly-Chamberlain seconded Nancy Voros. Be it resolved that the agenda for June 6,2023 be accepted as Presented. CARRIED

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

*Resolution # 2;* Moved by Nancy Voros Seconded by Fran Kelly-Chamberlain . Be it resolved that the minutes of May 4, 2023 be accepted as Presented. CARRIED

**5. Business Arising From The Minutes:**

- All documents have been moved off of the CEO computer and onto the hard drive.

**6. Report of the CEO:**

- A facebook post has been made to tell patrons that the CEO/Librarian is in on Tuesdays if they need assistance with anything
- The policies are being worked on

**7. Report of The Chair: NONE**

**8. Financial Reports:**

*Resolution # 3;* Moved by Nancy Voros Seconded by Catherine Sutherland Be it resolved that the Revenue and Expense Report for June 6, 2023 be accepted as presented. CARRIED

- The Auditors report has been reviewed by the board.

**9. Correspondence: None**

**10. Policies: None**

**11. New Business:**

- The Municipality will be taking responsibility for the war monument

*Resolution # 4;* Moved by Nancy Voros Seconded by Gay Baribeau Be it resolved that a Motion to transfer responsibility of the war monument to the township be accepted as presented. CARRIED

- It should be added to the newsletter that we have Ontario Parks passes available for 1 week of rental at a time.

**12. Report of the Projects:**

- Volunteer Dinner
  - There was a time mix up with one of the volunteers and there ended up being not enough chairs
    - Next time we will add more chairs and also make the spacing closer so people can talk easily
  - The chicken wings were not favoured by many so next time we will go with a different dish
- June Jazaar
  - 20 Vendors attended, 184 people were counted at the door
  - It was suggested that students receive a formal thank you for their contribution
    - We can include a thank you to all volunteers in the next newsletter
  - We should look into getting signs for the highway made that can be used every year to show people where the event is.
  - A finalized list of all donations will be provided at a later date. But our rough profits were; 83.75 from baking, \$449.90 from the flea market, \$230.50 from the flea market, \$595 from the baskets, \$510 from the quilt raffle, \$34.50 from plant sales, \$520 from the vendor fees, \$132 from the book sales and the expenses were \$120

**13. Questions and Answers: None**

**14. Adjournment:**

*Resolution #4;*

Be it resolved that this meeting adjourn at 11:40 a.m. to meet again September 12<sup>th</sup> 2023 at 10:00 a.m. in the hall. Moved by Catherine Sutherland seconded by Nancy Voros

**CARRIED**

**Circulation Stats**



## AMO Policy Update - Affordable Homes and Good Jobs Act Introduced and Housing Affordability Task Force Recommendations Response

AMO Communications <Communicate@amo.on.ca>

Tue 2023-10-03 10:10 AM

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

AMO Policy Update not displaying correctly? [View the online version](#)  
Add Communicate@amo.on.ca to your safe list

 AMO Policy Update

October 3, 2023

## **Policy Update - *Affordable Homes and Good Jobs Act* Introduced and Housing Affordability Task Force Recommendations Response**

### ***Affordable Homes, Good Jobs Act* Introduced**

On September 28, the Minister of Municipal Affairs and Housing introduced new legislation that, if enacted, would incorporate an income component into the definition of affordable housing for the purposes of exemptions from development charges. Consistent with the approach advocated by AMO, the definition is based on the standard of housing costing no more than 30 percent of household income. Precise details are still required as part of the Minister's Affordable Housing Bulletin to enable implementation. AMO will continue to highlight for the government the importance of issuing this bulletin as soon as possible to enable municipalities to understand implications for budgets.

The bill, if enacted, would also support St. Thomas to provide municipal incentives as part of the building of an electric vehicle battery manufacturing plant; would streamline Ontario Land Tribunal (OLT) decisions through regulatory change; and provide municipalities with the option of accessing Vendors of Records under Supply Chain Ontario. AMO plans to work with its Land Use Planning and Resources Task Force to make a submission to the government as part of the OLT regulatory consultation.

### **Housing Affordability Task Force Recommendations Response**

At its meeting on September 29<sup>th</sup>, the AMO Board considered the recent request made by Minister Calandra to mayors across Ontario regarding their views on the recommendations of the Housing Affordability Task Force. The Minister has requested that all heads of council respond to the request by **October 16<sup>th</sup>** or risk financial penalties for their municipality. AMO had previously requested that the ministry extend the deadline to

allow mayors to consult with councils, however the request was not granted. AMO urges *all* members who received a letter from the Minister – including those without provincial housing targets – to meet this deadline to remain eligible for investments under the Building Faster Fund.

To support members as consider their response, the AMO Board has sent a letter to Minister Calandra and stated that the letter would be shared with all municipal governments. While mayors will each make individual decisions that reflect local circumstances, AMO states that at a sector-level, **municipalities conditionally support all Task Force recommendations** with a few exceptions, provided that the government puts in place:

1. **A fair and sustainable funding framework** to support infrastructure and growth, that is not unduly subsidized by existing property taxpayers;
2. **A comprehensive, sequenced implementation plan** that gives both developers and municipalities certainty regarding costs and rules to support effective long-term decision-making;
3. **An accountability framework** that accurately recognizes the roles and responsibilities of different housing partners and does not hold municipalities accountable for the actions of developers or provincial ministries. Mechanisms must be included to ensure that public investments are tied to outcomes in the public interest;
4. **A core focus on non-market housing**, which was not within the mandate of the Housing Affordability Task Force. A robust non-market housing sector is a critical part of a well-functioning overall housing system and needs to be prioritized by governments.
5. **A public policy review by the Ontario Public Service** verifying that each recommendation is feasible, likely to result in increased housing supply and/or affordability and is in the public interest.

The letter identifies top recommendations from the Task Force for prioritization, as well as three recommendations that AMO objects to on principle.

AMO has previously stated that the government has chosen its own path in addressing the housing crisis in Ontario, despite the advice of municipalities, and will be accountable for its outcomes. AMO has also stated that municipalities will do everything within their power to help the province to achieve its housing targets and outcomes. The AMO Board believes that the response outlined in the letter is reflective of this approach.



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**TOWN OF WASAGA BEACH**

30 Lewis Street, Wasaga Beach  
Ontario, Canada L9Z 1A1

Tel (705) 429-3844  
Fax (705) 429-6732

mayor@wasagabeach.com

September 28, 2023

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

BY EMAIL ONLY

Dear Premier Ford,

RE: Illegal Car Rally – Provincial Task Force

Please be advised that the Council of the Town of Wasaga Beach, during their September 14, 2023 Council meeting adopted the following resolution regarding illegal car rallies:

**WHEREAS** the prevalence of unsanctioned car rally events has grown in recent years throughout North America;

**AND WHEREAS** the Town of Wasaga Beach has been the target of unsanctioned car rallies over the past four years resulting in property damage, threats to public order, and significant risk to people's safety and enjoyment of their property;

**AND WHEREAS** the protections afforded by the Canadian Charter of Rights and Freedoms are being violated by unsanctioned car rally organizers and participants, thereby infringing on the rights of others and undermined the response of enforcement personnel;

**AND WHEREAS** unsanctioned car rally activity crosses multiple jurisdictions requiring a province wide coordinated response framework to protect all communities from the same disruption and risk to public safety;

**THEREFORE BE IT RESOLVED THAT** the Town of Wasaga Beach requests that a provincial task force be assembled to create a municipal response framework to protect communities from unsanctioned car rallies with a mandate to include, but not limited to:

- Investigate legislative enhancements and tools to assist municipalities in responding and enforcing unsanctioned car rallies.
- Investigate expanded powers for municipal law enforcement officers.
- Develop a proactive approach to awareness, prevention, enforcement and collaboration across all enforcement personnel, including police, municipal law enforcement officers and other provincial offences officers.
- Investigate harsher penalties and increased fines for unsanctioned car rally organizers and participants.



**AND FURTHER THAT** the Province provide funding to municipalities to assist with the cost in enforcing unsanctioned car rallies;

**AND FURTHER THAT** a copy of this Resolution be sent to the Right Honourable Prime Minister Justin Trudeau, Honourable Doug Ford, Premier of Ontario, the Honourable Michael Kerzner, Solicitor General of Ontario, the Honourable Doug Downey, Attorney General of Ontario, the Honourable Paul Calandra, Minister of Municipal Affairs and Housing, the Honourable Prabmeet Sarkaria, Minister of Transportation, MPP Brian Saunderson, Commissioner of the Ontario Provincial Police, County of Simcoe, FCM, and AMO;

**AND FURTHER THAT** a copy of this resolution be sent to all Ontario municipalities requesting a letter of support be sent to senior levels of government.

Your favourable consideration of this matter is appreciated.

Should you have any questions, please contact me at [mayor@wasagabeach.com](mailto:mayor@wasagabeach.com) or (705) 429-3844.

Respectfully yours,



Brian Smith, Mayor Town of Wasaga Beach

cc: Right Honourable Prime Minister Justin Trudeau  
Hon. Michael Kerzner, Solicitor General of Ontario  
Hon. Doug Downey, Attorney General of Ontario  
Hon. Paul Calandra, Minister of Municipal Affairs and Housing  
Hon. Prabmeet Sarkaria, Minister of Transportation  
Brian Saunderson, MPP – Simcoe-Grey  
Commissioner Thomas Carrique, Ontario Provincial Police  
County of Simcoe Council  
Federation of Canadian Municipalities  
Association of Municipalities of Ontario  
Ontario Municipalities



Regular Meeting of Council

MOVED BY: Councillor Abbass

RESOLUTION: 201-2023

SECONDED BY: Councillor Crabtree

DATE: September 19, 2023

"WHEREAS the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990 (MFIPPA) came into force and effect on January 1, 1991;

AND WHEREAS municipalities, including the Town of Bracebridge, 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 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 MFIPPA 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 to 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;

NOW THEREFORE BE IT RESOLVED THAT the Ministry of Public and Business Service Delivery be requested to review MFIPPA, and consider recommendations as follows:

1. That MFIPPA assign the Municipal Clerk, or their 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 the 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 MFIPPA, including those of the Information and Privacy Commissioner (IPC), be reviewed and modernized;
8. That the integrity of MFIPPA be maintained to protect personal privacy and transparent governments; and
9. And that this resolution be sent to the Premier of Ontario; Minister of Municipal Affairs and Housing; Minister of Public and Business Service Delivery; and Member of Provincial Parliament for Lanark, Frontenac, Kingston; and all Ontario Municipalities."

☒ CARRIED

☐ DEFEATED

  
\_\_\_\_\_  
DEPUTY REEVE



4

Legislative Services  
Michael de Rond  
905-726-4771  
clerks@aurora.ca

Town of Aurora  
100 John West Way, Box 1000  
Aurora, ON L4G 6J1

September 28, 2023

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

**Delivered by email**  
premier@ontario.ca

Dear Premier:

**Re: Town of Aurora Council Resolution of September 26, 2023  
Motion 10.4 - Councillor Weese; Re: Aurora Council Opposition to Strong Mayor  
Powers in Aurora**

Please be advised that this matter was considered by Council at its meeting held on September 26, 2023, and in this regard, Council adopted the following resolution:

**Whereas the Head of Council is required to confirm in writing his commitment to meet a municipal housing target by October 15, 2023, in order to receive Strong Mayor Powers; and**

**Whereas the municipality is required to submit a formal housing pledge which will outline how the municipality plans to meet the housing target by December 15, 2023; and**

**Whereas Strong Mayor Powers will result in the Head of Council being granted powers such as:**

- **Choosing to appoint the municipality's chief administrative officer;**
- **Hiring certain municipal department heads and establishing and re-organizing departments;**
- **Creating committees of council, assigning their functions, and appointing the chairs and vice-chairs of committees of council;**
- **Proposing the municipal budget, which would be subject to council amendments and a separate head of council veto and council override process;**
- **Vetoing certain by-laws if the head of council is of the opinion that all or part of the by-law could potentially interfere with a provincial priority;**

- **Bringing forward matters for council consideration if the head of council is of the opinion that considering the matter could potentially advance a provincial priority; and**

**Whereas these Strong Mayor Powers undermine democratic processes executed through municipal elections; and**

**Whereas Strong Mayor Powers may also violate by-laws established in Aurora that provides accepted and legal procedures for governance; and**

**Whereas Aurora Town Council recognizes the important role each Councillor provides the residents in their Ward and the community-at-large;**

- 1. Now Therefore Be it Hereby Resolved That the Aurora Town Council opposes Strong Mayor Powers provided to the Head of Council; and**
- 2. Be It Further Resolved That this approved Motion is to be sent to the Premier of Ontario, the Honourable Doug Ford; the Minister of Municipal Affairs and Housing, the Honourable Paul Calandra; the Regional Municipality of York; and each of the Municipalities in Ontario.**

The above is for your consideration and any attention deemed necessary.

Yours sincerely,



Michael de Rond

Town Clerk

The Corporation of the Town of Aurora

MdR/lb

Attachment (Council meeting extract)

Copy: Hon. Paul Calandra, Minister of Municipal Affairs and Housing  
Christopher Raynor, Regional Clerk, The Regional Municipality of York  
All Ontario Municipalities



### 10. Motions

#### 10.4 Councillor Weese; Re: Aurora Council Opposition to Strong Mayor Powers in Aurora

**Moved by Councillor Weese**

**Seconded by Councillor Gaertner**

Whereas the Head of Council is required to confirm in writing his commitment to meet a municipal housing target by October 15, 2023, in order to receive Strong Mayor Powers; and

Whereas the municipality is required to submit a formal housing pledge which will outline how the municipality plans to meet the housing target by December 15, 2023; and

Whereas Strong Mayor Powers will result in the Head of Council being granted powers such as:

- Choosing to appoint the municipality's chief administrative officer;
- Hiring certain municipal department heads and establishing and re-organizing departments;
- Creating committees of council, assigning their functions, and appointing the chairs and vice-chairs of committees of council;
- Proposing the municipal budget, which would be subject to council amendments and a separate head of council veto and council override process;
- Vetoing certain by-laws if the head of council is of the opinion that all or part of the by-law could potentially interfere with a provincial priority;
- Bringing forward matters for council consideration if the head of council is of the opinion that considering the matter could potentially advance a provincial priority; and

Whereas these Strong Mayor Powers undermine democratic processes executed through municipal elections; and

**Whereas Strong Mayor Powers may also violate by-laws established in Aurora that provides accepted and legal procedures for governance; and**

**Whereas Aurora Town Council recognizes the important role each Councillor provides the residents in their Ward and the community-at-large;**

- 1. Now Therefore Be it Hereby Resolved That the Aurora Town Council opposes Strong Mayor Powers provided to the Head of Council; and**
- 2. Be It Further Resolved That this approved Motion is to be sent to the Premier of Ontario, the Honourable Doug Ford; the Minister of Municipal Affairs and Housing, the Honourable Paul Calandra; the Regional Municipality of York; and each of the Municipalities in Ontario.**

**Yeas (4): Councillor Weese, Councillor Gilliland, Councillor Gaertner, and Councillor Gallo**

**Nays (3): Mayor Mrakas, Councillor Thompson, and Councillor Kim**

**Carried (4 to 3)**



## AMO Policy Update - New Ministers and Transit Legislation

AMO Communications <Communicate@amo.on.ca>

Mon 2023-09-25 4:11 PM

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

AMO Policy Update not displaying correctly? [View the online version](#)  
Add Communicate@amo.on.ca to your safe list



## POLICY UPDATE

September 25, 2023

### Policy Update - New Ministers and Transit Legislation

#### AMO Welcomes New Ministers

Premier Doug Ford shuffled his cabinet on Friday in response to former Minister of Labour, Immigration, Training and Skills Development, Monte McNaughton resigning as a MPP. The new Minister of Labour, Immigration, Training and Skills Development is David Piccini. Andrea Khjanjin assumes the role of Minister of Environment, Conservation and Parks. Todd McCarthy becomes Minister of Public Business and Service Delivery. Additionally, Vijay Thanigasalam becomes the new Associate Minister of Transportation.

AMO welcomes the new Ministers and looks forward to working closely with them.

#### Legislation Introduced to Help Municipalities Build Transit Stations

Kinga Surma, Minister of Infrastructure introduced new legislation today that, if enacted, would create a new Station Contribution Fee, which would fund new GO Transit stations in the GTA by allowing municipalities to spread costs to new developments. The Bill, the *Transportation for the Future Act, 2023* allows municipalities to build new GO stations and recover the costs from the transit-oriented communities around them. Where market conditions are not conducive to a partnership with a single developer, municipalities would be able to spread costs over multiple developments for a longer time period. The Bill also improves the Toronto Transit Commission's ability to enter into cross-boundary agreements with neighboring transit agencies.



# West Lincoln

Your Future Naturally

318 Canborough St. P.O. Box 400  
Smithville, ON L0R 2A0  
T: 905-957-3346  
F: 905-957-3219  
[www.westlincoln.ca](http://www.westlincoln.ca)

Oct 5, 2023

Association of Municipalities of Ontario (AMO)  
200 University Ave #801  
Toronto, ON  
M5H 3C6

Dear AMO Members:

Re: Challenges Faced by Smaller Developers in Ontario Communities

This is to confirm that at the Sept 25, 2023 Council Meeting the following resolution was adopted with respect to the above noted matter:

**That, a letter be drafted for signature by the Mayor and that the letter be forwarded to the Minister of Municipal Affairs, Association of Municipalities of Ontario (AMO) and its member municipalities, outlining the issues and constraints brought to the Township Council's attention with respect to holding back development applications of new homes within the community.**

The Township of West Lincoln is writing to bring to your attention a significant matter that has recently come to our attention at the Township of West Lincoln. This issue pertains to the challenges faced by small developers in communities like ours, across the province of Ontario. These challenges are currently making it difficult for communities like West Lincoln to meet the housing goals of the province.

We recently received a request from a developer regarding their development project in Smithville, Ontario which was first draft approved approximately in 2015. The developer has presented a compelling case for an extension to the draft plan of condo approval, citing several noteworthy factors that have emerged since their initial application and which are delaying the start of development. Initially Council wanted to refuse extension approval to force the development but it was clear that would not be possible. The challenges are a symptom of broader issues felt by the Municipality on numerous planning issues, and some of these challenges as outlined to us by the developer, are noted below.

A significant challenge is the current state of the market, characterized by severe material supply chain constraints. These constraints have made it exceedingly difficult for the developer to secure pricing for essential construction materials, introducing financial uncertainty. An extension is deemed necessary to ensure the viability of the project, which aligns with our community's need for diverse housing options.

Furthermore, the recent and unexpected increase in interest rates by the Bank of

Canada has created volatility in the marketplace for pre-sale condo townhomes. These rate hikes have affected both the developer's financing costs and potential buyer's ability to secure financing. An extension would provide the developer with the opportunity to adapt their financial strategies in response to this rapidly changing environment.

Additionally, the challenging market conditions in the Niagara Region, as indicated by the Niagara Association of Realtors, have led to declining home values and shifting market dynamics. These changes necessitate a reassessment of the project timelines, for dwelling types and sizes, to ensure its long-term viability and success. Granting an extension will allow the developer to adapt to these current market dynamics and make informed decisions.

Importantly, extending the draft plan of condo approval would help conserve our Township's valuable resources. Re-submitting the entire approval package and undergoing the approval process again would be resource-intensive for both the developer and our local government. We believe that an extension at this time is a pragmatic solution that aligns with efficient resource utilization.

In light of these challenges, our commitment to supporting responsible and sustainable development in our community, and a desire to help address the identified housing shortfall, we kindly request that AMO and the Provincial government consider the current issues faced by developers in communities across Ontario. The challenges outlined by this developer reflect a broader trend that warrants attention and will severely hamper the ability to achieve increased housing starts if not addressed.

We recommend that the decision-making process for future planning applications be allowed to be guided by a balanced approach that takes into account market conditions, historical precedence, and resource conservation. This approach should ultimately contribute to provide much-needed housing supply to communities like West Lincoln, albeit at slower rates than first contemplated.

We appreciate your attention to this matter and believe that addressing these challenges will help promote equitable development opportunities across the province. Please do not hesitate to reach out if you require any additional information or clarification on this issue.

We look forward to collaborating with AMO and the Provincial government to find solutions that support the growth and vitality of our community and others like it.

Sincerely,



Mayor Cheryl Ganann  
cc.. Minister Paul Calandra  
All AMO member municipalities

# Municipality of *Bluewater*

October 2, 2023

The Honourable Lisa M. Thompson  
Member of Provincial Parliament (MPP)  
408 Queen Street, P.O. Box 426  
Blyth, ON N0M 1H0

Re: Childcare availability in Ontario

Dear Minister Thompson:

The Municipality of Bluewater is concerned about the critical issue of childcare availability in our province and how it is linked to educational requirements and low wages within the childcare sector. We believe that addressing these issues is crucial for the well-being of our families and the future prosperity of Bluewater and Ontario.

Childcare availability in Ontario has become an increasingly pressing problem for parents and guardians. Access to affordable, high-quality childcare is essential for families to balance work and family responsibilities, and it plays a vital role in supporting the early development and education of our children. However, the lack of available childcare spaces is a significant barrier for many parents, limiting their ability to participate fully in the workforce and achieve financial stability.

We suspect that one of the key factors contributing to the shortage of childcare spaces is the educational requirements imposed on childcare workers. While it is important to ensure the safety and well-being of children in childcare settings, the current educational requirements may be overly restrictive. These requirements often result in a shortage of qualified childcare providers, making it challenging to expand the availability of childcare services.

This year in the Municipality of Bluewater, we have childcare facilities and before and after school programs that have closed or have reduced capacity due to lack of qualified staffing. These recent closures and capacity issues have imposed a significant amount of stress on families in our community.

Additionally, low wages within the childcare sector are a significant concern. Many qualified and passionate individuals are discouraged from pursuing a career in childcare

due to the low wages and limited opportunities for professional growth. This low-wage structure not only makes it difficult to attract and retain skilled childcare educators but also effects the quality of care children receive. Investing in the professional development and fair compensation of early childcare educators is essential to ensure that our children receive the best care possible and the best start in life.

**To address these issues and improve childcare availability in Ontario, the Municipality urges you to consider the following actions:**

1. **Review and Reform Educational Requirements:** Work with relevant stakeholders to review and potentially revise the training methods of early childcare educators, striking a balance between safety and accessibility by increasing the praxis model to learning.
2. **Invest in Professional Development:** Advocate for increased investment in professional development opportunities for childcare workers to enhance their skills and qualifications.
3. **Increase Wages:** Support initiatives to increase the wages of childcare workers, ensuring that they are paid a fair and competitive salary for the vital work they do.
4. **Expand Funding:** Work to secure additional funding for the expansion of childcare services and facilities, especially in underserved and rural communities.
5. **Promote Public Awareness:** Raise public awareness about the importance of accessible and high-quality childcare services and the need for policy changes.

This is an urgent matter that is expected to worsen and your timely response to these concerns is needed.

By addressing these issues, we can make significant strides toward improving childcare availability in Bluewater and Ontario and ensuring that families have the support they need to thrive. We kindly request your timely support and advocacy on these matters and would be grateful for any updates or initiatives related to childcare reform in our province.

Thank you for your attention to this critical issue. We look forward to your continued dedication to the well-being of Ontario's families and children.

Sincerely,



Mayor Paul Klopp for the  
Council of the Municipality of Bluewater

cc: Premier Doug Ford  
Ben Lobb, Huron-Bruce MP  
Hon. Michael Parsa, Minister of Children, Community and Social Services  
All Ontario Municipalities





Dear Mayor Grills and Township of Head, Clara and Maria Council,

Plans are currently underway for the 2024 Multicultural Festival in Pembroke. The positive impact made from this event each year continues to echo through our community. This year, the Multicultural Festival was recognized with several honours including the Ottawa Valley Tourist Association's Event of the Year, and the Upper Ottawa Valley Chamber of Commerce's Award for Excellence in Tourism and Recreation.

The City of Pembroke and Pembroke Public Library, in partnership with other local cultural groups, have promoted multiculturalism through our programs and events for many years. The Pembroke Multicultural Festival, originally created by Pembroke Public Library in 2006, was the first of its kind in Renfrew County. It has served to promote and celebrate multiculturalism within our community and beyond.

This year's festival was again an overwhelming success, hosting more than 4,000 participants. We are looking to continue to improve this event every year. This past year, we expanded from a one-day event to two days, which allowed for more people to experience the food, entertainment, vendors, and organizations representing different cultures found in our region.

The City of Pembroke and the Pembroke Public Library are active supporters of diversity, inclusion, and multiculturalism. These values are important for the economic growth of any region. We strongly believe the Multicultural Festival upholds these values and promotes a welcoming environment for newcomers as well as our existing diverse population.

The progress we have made in recent years would not be possible without the generosity of partnering municipalities, businesses, organizations, and individuals. We hope you see the value in this event happening in our community and are able to support the event in 2024. We have attached information about the various sponsorship options available to you.

On behalf of the City of Pembroke and Pembroke Public Library, thank you for your consideration as we continue to work towards making our region more welcoming and culturally diverse.

Sincerely,

Elijah McKeown  
Tourism and Digital Media Officer  
City of Pembroke

Karthi Rajamani  
CEO  
Pembroke Public Library

# SPONSORSHIP OPPORTUNITIES



## OPTION 1 - CHANGEMAKER

Be a changemaker and maximize your visibility on promotional materials and at the live event. This option is best suited for organizations that employ a diverse workforce and wish to show support for multiculturalism and inclusion.

Minimum Donation Amount: \$2,000.00

- Shout-out during on-air promotions (radio, television, etc.)
- Booth at live event
- Formal acknowledgement as a major sponsor during the live event
- Logo on printed promotional materials (newspaper advertisements, etc.)
- Logo on event attire (t-shirts, etc.)
- Logo on online promotional materials (social media, Library website, etc.)
- Logo on Sponsorship Board at the live event

## OPTION 2 - VISIONARY

Be a visionary and receive substantial visibility during the event and on promotional materials. This option is best suited for organizations wishing to broaden their customer base and support community programs.

Minimum Donation Amount: \$1,000.00

- Booth at live event
- Formal acknowledgement as a major sponsor during the live event
- Logo on printed promotional materials (newspaper advertisements, etc.)
- Logo on event attire (t-shirts, etc.)
- Logo on online promotional materials (social media, Library website, etc.)
- Logo on Sponsorship Board at the live event



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**CITY OF PEMBROKE**





# SPONSORSHIP OPPORTUNITIES



## OPTION 3 - CHAMPION

Be a champion and attract visibility to your organization during the event and on promotional materials.

Minimum Donation Amount: \$500.00

- Formal acknowledgement as sponsor during the live event
- Logo on printed promotional materials (newspaper advertisements, etc.)
- Logo on online promotional materials (social media, Library website, etc.)
- Logo on Sponsorship Board at the live event

## OPTION 4 - LEADER

Be a leader and show your support on online promotional materials and have your name or logo added to the sponsorship board at the event.

Minimum Donation Amount: \$200.00

- Logo on online promotional materials (social media, Library website, etc.)
- Logo on Sponsorship Board at the live event

## OPTION 5 - ADVOCATE

Be an advocate for multiculturalism, diversity, and inclusion in our community and have your name or logo added to the sponsorship board at the event.

Minimum Donation Amount: \$100.00

- Logo on Sponsorship Board at the live event



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# The Corporation of the Town of Cobourg

## Resolution

Hon. Doug Ford  
Premier of Ontario  
Legislative Building,  
Queen's Park, Toronto,  
ON M7A 1A1  
VIA EMAIL:  
[doug.fordco@pc.ola.org](mailto:doug.fordco@pc.ola.org)

Town of Cobourg  
55 King Street West,  
Cobourg, ON, K9A 2M2  
[clerk@cobourg.ca](mailto:clerk@cobourg.ca)

October 11, 2023

RE: Correspondence from the Township of Puslinch regarding Illegal Land Use Enforcement

Please be advised that the Town of Cobourg Council, at its meeting held on October 2, 2023, passed the following resolution:

Moved by Councillor Miriam Mutton  
Seconded by Councillor Brian Darling

Resolution No: 314-2023  
October 2, 2023

**THAT** Council receive the correspondence from the Township of Puslinch regarding Illegal Land Use Enforcement for information purposes; and

**FURTHER THAT** Council endorse and support the resolution from the Township of Puslinch and Council direct staff to send a duplicate resolution to associated ministries and Ontario Municipalities.

The resolution reads as follows:

That the Illegal Land Use Enforcement Taskforce's mandate be expanded to include other types of illegal land uses and not solely on illegal trucking land uses; and

That the Province be requested to strengthen municipal enforcement powers by:

- Amending the Municipal Act to enable municipalities to physically bar entry to properties where illegal land uses that have significant detrimental impacts on adjacent residential properties, the environment or create unsafe situations;
- Increasing the maximum penalty amounts in the Planning Act to \$50,000 for an individual upon conviction and on a subsequent conviction, not more than \$25,000 for each day in which the contravention has continued after the day in which the person was initially convicted; and



# **The Corporation of the Town of Cobourg**

## **Resolution**

---

- Including provisions to ensure a corporation is liable to fines of not more than \$100,000 upon first conviction and not more than \$50,000 for each day in which the contravention has continued after the day in which the corporation was initially convicted.

That a copy of this report be provided to the Honourable Doug Ford, Premier of Ontario, the Honourable Steve Clark, Minister of Municipal Affairs and Housing, the Honourable Sylvia Jones, MPP, Dufferin-Caledon; the Honourable Doug Downey, Attorney General of Ontario; and

That a copy of this report be provided to the municipalities within the Greater Golden Horseshoe area seeking support in the request for strengthened enforcement powers to combat significant illegal land uses negatively impacting communities across Ontario and to the Association of Municipalities of Ontario (AMO) and Rural Ontario Municipal Association (ROMA).

Sincerely,

Kristina Lepik  
Deputy Clerk/Manager, Legislative Services

Cc: The Honourable Steve Clark, Minister of Municipal Affairs and Housing,  
The Honourable Sylvia Jones, Deputy Premier, Minister of Health and MPP Dufferin-Caledon,  
The Honourable Doug Downey, Attorney General of Ontario,  
Association of Municipalities of Ontario,  
Rural Ontario Municipal Association,  
Ontario Municipalities

**Ministry of Infrastructure**

777 Bay Street, 4th Floor, Suite 425  
Toronto, Ontario M5G 2E5

**Ministère de l'Infrastructure**

777, rue Bay, 4 étage, Suite 425  
Toronto (Ontario) M5G 2E5



**MEMORANDUM TO:** Municipalities

**FROM:** Jill Vienneau  
Assistant Deputy Minister  
Infrastructure Programs and Projects Division

**DATE:** October 6, 2023

**SUBJECT:** Administrative Penalties Regulation under the *Building Broadband Faster Act, 2021* (BBFA)

---

As you may know, the *Building Broadband Faster Act, 2021* (BBFA) was enacted in April 2021 to help expedite the construction of provincially funded broadband projects. Among other things, the BBFA gives authorities to the Minister of Infrastructure to reduce barriers to the deployment of broadband-related infrastructure. This includes the ability to make orders that impose administrative penalties for non-compliance with prescribed provisions of the BBFA and related regulations.

On March 8, 2022, the Ministry of Infrastructure posted a proposal on Ontario's Regulatory Registry that sought input on the development of an administrative penalties regulation under the BBFA. I want to thank all organizations that provided their feedback on the proposal.

The regulation has been filed and is now in effect. It prescribes sections 5, 9, and 20.1 of the BBFA for the purposes of administrative penalties:

- Sections 5 and 9 contain requirements for local distribution companies (LDCs) and proponents of provincially funded broadband projects with respect to Minister's notices and orders.
- Section 20.1 requires certain utility infrastructure owners or operators to share data as requested by the Minister within 15 business days of receiving a request.

The regulation does not apply to municipal service and right of way access applications (section 10.1 of the BBFA).

The regulation prescribes several factors that the Minister may consider when determining the amount of a penalty (which is up to a maximum of \$500,000 as per the BBFA), such as the impact of the contravention and whether actions were taken to remedy the contravention. It specifies that a penalty may only be imposed within one year from when the contravention occurred. The regulation prescribes additional items, including the minimum information that must be included in orders which impose administrative penalties, rules that determine when an order is considered to have been received, and requirements related to the review process.

Administrative penalties are intended to serve as a deterrent to non-compliance with certain provisions of the BBFA to help ensure that provincially funded broadband projects can be completed by the end of 2025. Other measures, such as dispute resolution processes and

Minister's notices and orders, are also available and are described in the recently updated Building Broadband Faster in Ontario Guideline (version 3.0), which was released on August 14, 2023.

The Guideline includes information on the Technical Assistance Team (TAT), which has been established to provide technical and administrative support to internet service providers (ISPs), LDCs, and municipalities on the implementation of provincially funded broadband projects. The TAT can be reached at [TAT@infrastructureontario.ca](mailto:TAT@infrastructureontario.ca) and is available to facilitate collaborative discussions between stakeholders to help achieve non-binding, mutually agreeable resolutions to disputes. The Guideline recommends that all parties work together in a spirit of cooperation as building broadband infrastructure is a shared responsibility.

The Ministry is committed to continued and ongoing engagement with all stakeholders on the work outlined in the Guideline and the legislative or regulatory requirements for provincially funded broadband projects. We appreciate your continued support as the Government works to reduce barriers and speed up broadband deployment to support our goal of enabling high-speed internet access to all communities across the province by the end of 2025.

Sincerely,

Jill Vienneau

cc. Karen Moore, Assistant Deputy Minister, Strategic Network and Agency Policy Division,  
Ministry of Energy

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

Type of Decision									
Meeting Date	Thursday, October 19, 2023				Report Date	Friday, October 13, 2023			
Decision Required		Yes	X	No	Priority	X	High		Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed
Report #23/10/19/1001- Clerk's Report									

**Subject:** Clerk's Report

**Recommendation:** That Council receive this report as information and to provide further direction to Staff on the following matters.

**Background/Executive Summary:**

**2024 Council Meeting Schedule**

The 2024 Council Meeting Schedule will be created for consideration and approval at the November 16<sup>th</sup> Council meeting and Staff is looking for direction on maintaining the current structure, the third Thursday of the month, or if a change should occur. The Clerk will be on vacation January 16-24, 2024 and therefore will not be available on the third Thursday in January. Council can choose an alternate date in January or not schedule a meeting for that month.

**2024 Budget**

Staff is working on obtaining more information and quotes to prepare a draft budget document. Staff will have a draft budget prepared before year end; however the earliest an unaudited estimate of surplus can be determined is February 15, 2024. Council can choose to have the budget passed before then and modify it if the surplus/deficient has a large variance from what was originally estimated.

**CWL Donation**

The CWL is planning a Community Christmas Potluck Dinner on Sunday, December 10<sup>th</sup> for which they are requesting a donation from Council to help offset the cost of hosting the dinner. Council has donated \$200 in the past to help support this community event.

**Auto-extrication**

On September 7<sup>th</sup> Mayor Grills send a letter to the Mayor, all members of Council, the Fire Chief and the CAO of the Town of Laurentian Hills, requesting their consideration of securing a partnership for auto-extrication services for the unserved section of Highway 17 in HCM. A response was not received from any member of Council or Staff; however, the October 4<sup>th</sup> edition of the North Renfrew Times reported that Mayor Giardini said "We're staying with the status quo answer that, unfortunately, we can't provide that kind of service".

Council may want to consider the possibility of having to provide this service internally, if it is a priority of Council to have auto-extrication along the municipality's stretch of the Highway. Because the municipality has been declined multiple times in its request for partnership with Laurentian Hills, as recent as October 2023, Staff completed some basic research on what providing the service internally would entail.

It is possible for a municipality to provide the service without having a fire department. It has been done before in Northern communities. There is a company in Orangeville that offers training at a rate of \$900 per person if participants attend their facility. It includes the required online training prior to the two-day onsite practical training. Alternatively, the instructors can do onsite training at our facility at a cost of \$3000 per day, for up to 12 participants, plus the municipality would have to provide vehicles for the practical training. The recommended minimum number of people to respond to a scene is four; one to lead and oversee operations and three to perform extrication, however it is recommended that the roster of trained personnel

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



be six to eight people to ensure availability and response. The cost to acquire new required equipment is approximately \$90,000; however, used equipment that would be suitable for the municipality's needs could be acquired for approximately \$10,000. This is an estimated cost and will depend on the timing and availability of equipment. The instructor, who is also a Fire Captain, has offered to assist the municipality in acquiring the proper used equipment. It is recommended that the municipality have a dedicated vehicle so that all equipment can remain secured in the vehicle ready to be dispatched if response is required. The municipality will also have to work out dispatch operations. There are different apps available and more research will be required.

There are many factors to consider. This information is broad and general at this point, and it is only Staff's intention to find out if there is a possible solution outside of securing a partnership with neighboring municipalities. Council can provide direction to Staff on whether they would like Staff to provide further research, or if they do not want to proceed with the possibility of an internal solution.

In the meantime a request has been sent to the Office of the Fire Marshal to gather more information about the municipality's responsibilities and obligations in providing auto-extrication services. If Council is interested in further information, it would be recommended that it also include legal advice from the solicitor.

#### Upcoming Grant Opportunities

The Ontario Trillium Foundation (OTF) will be offering the Capital, Seed and Grow grant streams for 2024. OTF is updating its grant framework to better adapt to the needs of communities and offer greater flexibility to organizations seeking funding. The framework will be available November 2023.

Capital grants typically provide funding for improving community facilities and spaces. Seed grants typically provide funding for programs that support the research, development, and testing of new ideas and different approaches. Grow grants typically provide a higher level of funding over two to three years to help proven community projects increase their impact.

It is uncertain at this time if the streams will change with the framework change.

Grant application deadlines:

Capital grant: March 6, 2024, 5:00 pm ET

Seed grant: June 26, 2024, 5:00 pm ET

Grow grant: November 6, 2024, 5:00 pm ET

Staff will bring subsequent reports back to Council once the program and stream information is available; however, Staff wanted to bring it to Council's attention beforehand as a consideration of funding opportunities for the 2024 budget.

OTF notified the municipality that we were not successful in obtaining funding to renovate the municipal kitchen including the dishwashing system as it was deemed ineligible with the policy. The Clerk has a meeting on October 17<sup>th</sup> with OTF representatives to gain insight as to why it was considered ineligible and how to prepare for future funding opportunities. OTF is accepting applications under the Resilient Communities Fund until October 25<sup>th</sup>, which includes funding for organizations to recover and build capacity, resilience and sustainability. It will be requested if funding for software to increase accessibility of the website would be considered an eligible project under the Resilient Communities Fund at the meeting with OTF representatives.

More information can be found online at [Resilient Communities Fund | Ontario Trillium Foundation \(otf.ca\)](https://www.otf.ca). If Council has suggestions of alternative projects that will fit the eligibility requirements, it can be considered under this application.

Approved and Recommended by the Clerk

Crystal Fischer,  
Clerk-Treasurer

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



*United Townships of Head, Clara & Maria Council*

**Request for Decision**

Type of Decision									
Meeting Date	Thursday, October 19, 2023				Report Date	Wednesday, October 11, 2023			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed
Report #22/10/19/1301- Recreation Advisory Committee Appointments									

**Subject:** 2024 Recreation Advisory Committee Appointments

**Recommendation:** That Council pass the following resolution to appoint one additional member to the Recreation Advisory Committee for 2023 as well as complete 2024 committee appointments.

**Resolution:**

WHEREAS the Recreation Advisory Committee Terms of Reference provides for annual appointments of members to the committee;

AND WHEREAS the following persons have indicated their interest in serving on the group;

AND WHEREAS Council sees the value in continuing this group in providing activities for the members of the community;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara and Maria does hereby appoint to the Recreation Advisory Group for the year 2024: Glenn Stewart, Bonnie Stewart, Deborah Froehlich and Melissa Foster with Councillor \_\_\_\_\_ as chair of the committee;

AND FURTHER that Melissa Foster be appointed to the Recreation Advisory Committee for the remainder of the 2023 term.

**Background/Executive Summary:**

The Recreation Advisory Committee's Terms of Reference indicates that the Committee shall be comprised of at least three members of the public and one member of Council. The Mayor will serve as an "ex-officio" member. Members shall be appointed by resolution of council on an annual basis. The chair will be appointed at the same time, by the Mayor.

The Recreation Advisory Committee has been advertising that they are seeking new members to sit on the committee. Melissa Foster has expressed interest in joining the Recreation Advisory Committee for the remaining of 2023 and 2024. All existing committee members have volunteered to continue to sit on the committee for 2024.

**Financial Considerations/Budget Impact:**

None at this time.

Approved and Recommended by the Clerk

Crystal Fischer,  
Clerk-Treasurer

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

*United Townships of Head, Clara & Maria Council*

**Report to Council**

Type of Decision									
Meeting Date	Thursday, October 19, 2023				Report Date	Thursday, October 12, 2023			
Decision Required		Yes	X	No	Priority		High	X	Low
Direction		Information Only		X	Type of Meeting	X	Open		Closed
Report #23/10/19/1501- Policy Review									

**Subject:** Policy Review

**Recommendation:** That Council receive this report as information only to correspond with the Accountability and Transparency Policy and By-law and Delegation of Authority Policy and By-law.

**Background/Executive Summary:**

Section 270(1) of the Municipal Act, 2001, states:

**270 (1)** A municipality shall adopt and maintain policies with respect to the following matters:

5. The manner in which the municipality will try to ensure that it is accountable to the public for its actions, and the manner in which the municipality will try to ensure that its actions are transparent to the public.
6. The delegation of its powers and duties.

Draft By-law 2023-22 to adopt an updated Accountability and Transparency Policy has been enclosed for Council review, and revision if required, before final passage.

The purpose of the Accountability and Transparency By-law is to provide guidance for the delivery of the municipality's activities and services in accordance with the principles of accountability and transparency. Accountability, transparency and openness are standards of good governance that enhance public trust and it can be achieved in part through the municipality adopting measures to ensure that services are provided using a process that is open and accessible to all stakeholders.

Draft By-law 2023-33 to adopt an updated Delegation of Authority Policy has also been enclosed for Council review and revision, if required, before final passage. The updated policy provides more specific guidelines that will provide clear direction of approved authorities. It will assist Staff with more timely decision making and processing. This will be a living document that will be updated on an on-going basis.

**Options:**

Adopt the updated by-laws and policies;

Defer adoption of the updated by-laws and policies, providing further direction to Staff on how to finalize the document(s);

Defeat adoption of the by-law and policies, leaving the current by-laws in effect.

**Enclosures:**

By-law 2023-22- Accountability and Transparency

By-law 2023-23- Delegation of Powers and Authority

Approved and Recommended by the Clerk

Crystal Fischer,  
Clerk-Treasurer

*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.*



**CORPORATION OF THE UNITED TOWNSHIPS OF HEAD, CLARA & MARIA  
BY-LAW NUMBER 2023-22**

**Accountability and Transparency By-law**

**BEING** a by-law to adopt an Accountability and Transparency Policy

**WHEREAS** Section 270(1) 5 of the Municipal Act, 2001, S.O. 2001, c. 25 as amended states that a municipality shall adopt and maintain a policy with respect to the manner in which the municipality will try to ensure that it is accountable to the public for its actions, and the manner in which the municipality will try to ensure that its actions are transparent to the public;

**AND WHEREAS** Section 224(d.1) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended states it is the role of Council to ensure the accountability and transparency of the operations of the municipality;

**AND WHEREAS** Council of the United Townships of Head, Clara and Maria deems it necessary to adopt an Accountability and Transparency Policy;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara and Maria enacts as follows:

**THAT** the Accountability and Transparency Policy attached hereto and marked as Appendix "A" to this by-law, be hereby adopted;

**THAT** By-law 2009-10 is hereby repealed; and

**THAT** this by-law shall come into force and take effect upon the date of the final passing.

Read a first and second time this 19<sup>th</sup> day of October, 2023.

Read a third time short and passed this       day of       , 2023.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

Head, Clara & Maria Policies and Procedures			
<b>DEPARTMENT:</b> Administration			<b>POLICY #:</b> A-05
<b>POLICY NAME:</b> Accountability and Transparency			
<b>DATE:</b> April 2009	<b>REV. DATE:</b> October 2023	<b>APPROVED BY:</b> Council	<b>PAGE #:</b> 1 of 3

## **POLICY STATMENT**

The Council of the United Townships of Head, Clara and Maria acknowledges that it is responsible to provide good governance with respect to matters within its jurisdiction in an accountable and transparent manner by:

Encouraging and facilitating public access to information about the Municipality's services, programs and encouraging public participation to ensure that business is conducted openly and decision-making is responsive to the needs of the stakeholders and receptive to their opinions;

Delivering high quality services to residents and businesses and actively seeking input for enhancing service delivery and achieving best policies.

Promoting the efficient and effective use of public resources and permitting stakeholders the opportunity to evaluate the Municipality's performance in this regard.

Accountability, transparency and openness are standards of good government that enhance public trust. They are achieved through the municipality adopting measures, ensuring to the best of its ability that all activities and services are undertaken utilizing a process that is open and accessible to its stakeholders. In addition, wherever possible, the Municipality will engage its stakeholders throughout its decision-making process which will be open, visible, and transparent to the public.

## **PURPOSE**

Section 270(1) of the Municipal Act, 2001 (the Act) requires that all municipalities adopt and maintain a policy with respect to the manner in which the municipality will try to ensure that it is accountable to the public for its actions, and the manner in which the municipality will try to ensure that its actions are transparent to the public. The purpose of this policy is to provide guidance for the delivery of the municipality's activities and services in accordance with the principles as outlined herein.

## **DEFINITIONS**

"Accountability" is the principle that the municipality will be responsible to its stakeholders for decisions made and policies implemented, as well as its actions or inactions.

"Transparency" is the principle that the municipality actively encourages and fosters stakeholder participation and openness in its decision-making processes. Additionally, transparency means that the municipality's decision-making process is open and clear to the public.

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<b>DATE:</b> April 2009	<b>REV. DATE:</b> October 2023	<b>APPROVED BY:</b> Council	<b>PAGE #:</b> 2 of 3

## GENERAL PROVISIONS

Accountability, transparency and openness are standards of good government that enhance public trust. They can be achieved in part through the municipality adopting measures ensuring, to the best of its ability, that all activities and services are undertaken utilizing a process that is open and accessible to its stakeholders.

The principles of accountability and transparency shall apply equally to the political process and decision-making and, with necessary modification, to the administrative management of the municipality.

### 1. Financial Matters

The municipality will be open, accountable and transparent to its stakeholders in its financial dealings as required under the Act. The Municipality demonstrates such accountability and transparency through the following polices/procedures:

- i. External Audit
- ii. Financial Reporting/Statements
- iii. Long Range Financial Planning
- iv. Annual Financial Statements
- v. Asset Management
- vi. Purchasing/Procurement Policy
- vii. Sale of Land and Other Assets
- viii. Budget Process
- ix. Signing Authority By-law
- x. Fees and Charges By-law

### 2. Internal Governance

The municipality's administrative practices ensure specific accountability on the part of its employees through the following initiatives:

- i. Code of Conduct for Municipal Employees
- ii. Code of Conduct for Members of Council
- iii. Confidentiality Statement
- iv. Performance Management and Evaluation
- v. Hiring Policy
- vi. Orientation and Support of Continuing Education
- vii. Health and Safety Policies and Procedures
- viii. Workplace Harassment and Violence Policies
- ix. Fair Compensation and Benefits with Annual Review



Head, Clara & Maria Policies and Procedures			
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### 3. Public Participation and Information Sharing

The Municipality ensures that it is open and accountable to its stakeholders through implementing processes outlining how, when and under what rules meetings will take place (Procedural By-law). The Municipality's meetings will be open to the public when and as required under the Act, and members of the public will have an opportunity to make delegations or comments verbally or in writing on specific items at these meetings provided that established protocols are followed. In addition, the municipality has adopted policies, which ensure that participation by the public can be meaningful and effective, through timely disclosure of information by various means including:

- i. Procedural By-law
- ii. Public Distribution of Council and Committee Agenda and Meeting Documentation
- iii. Code of Conduct for Councillors
- iv. Strategic Plan
- v. Public Notice By-law
- vi. Delegation of Authority By-law
- vii. Planning Processes Pursuant to the Planning Act
- viii. Complaint Process
- ix. Delegation Rules
- x. Records Retention By-law
- xi. Freedom of Information Process
- xii. Investigator/Ombudsman Appointed
- xiii. Auditor entitled to attend any meeting of Council, Committee, or Local Board

### RESPONSIBILITY

The Clerk and Council shall be responsible for ensuring compliance with this policy.

### REVIEW

Council shall review this policy once per term.



**CORPORATION OF THE UNITED TOWNSHIPS OF HEAD, CLARA & MARIA**  
**BY-LAW NUMBER 2023-23**  
Delegation of Authority By-law

**BEING** a by-law to adopt a Delegation of Authority By-law.

**WHEREAS** Section 23.1 of the Municipal Act, 2001, S.O. 2001, c.25 (the Act) authorizes a municipality to delegate its powers and duties to a person or body, subject to certain restrictions;

**AND WHEREAS** Section 224(d) of the Act states it is the role of Council to ensure that administrative practices and procedures are in place to implement the decisions of Council;

**AND WHEREAS** Section 227 of the Act states it is the role of officers and employees of the municipality to;

(a) implement Council's decisions and establish administrative practices and procedures to carry out Council's decisions; and

(b) carry out other duties under this or any other Act and other duties assigned by the municipality;

**AND WHEREAS** the Council of the Corporation of the United Townships of Head, Clara and Maria has identified certain routine administrative functions to be delegated to staff to improve daily business efficiencies while continuing to adhere to the principles of accountability and transparency;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara and Maria enacts as follows:

**THAT** the Delegation of Authority Policy attached hereto and marked as Appendix "A" to this by-law, be hereby adopted;

**THAT** By-law 2008-05 is hereby repealed; and

**THAT** this by-law shall come into force and take effect upon the date of the final passing.

Read a first and second time this 19<sup>th</sup> day of October, 2023.

Read a third time short and passed this       day of       , 2023. .

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK



Head, Clara & Maria Policies and Procedures			
<b>DEPARTMENT:</b> Administration			<b>POLICY #:</b> A-06
<b>POLICY NAME:</b> Delegation of Authority			
<b>DATE:</b> February 2008	<b>REV. DATE:</b> October 2023	<b>APPROVED BY:</b> Council	<b>PAGE #:</b> 1 of 8

## **POLICY STATMENT**

The Corporation of the United Townships of Head, Clara and Maria, as an elected Municipal government, is directly accountable to its constituents for its legislative decision making, policies and administrative actions. Council's decisions are generally expressed by by-law or resolution of Council carried by a majority vote. They support the Municipality and its operations while ensuring that of the public and the Municipality's well-being and interests are maintained.

The efficient management of the Municipality and the need to respond to issues in a timely fashion require Council to entrust certain powers and duties to staff while concurrently maintaining accountability, which can be effectively accomplished through the delegation of legislative and administrative actions.

## **PURPOSE**

Section 270(1) of the Municipal Act, 2001 (the Act) requires that all municipalities adopt and maintain a policy with respect to the delegation of its powers and duties. The purpose of this policy is to set out the scope of the powers and duties by which Council may delegate its legislative and administrative authority and establish principles governing such delegation.

## **DEFINITIONS**

"Administrative Powers" means all matters required for the management of the Municipality which do not involve discretionary decision making.

"Accountability" means the standard to which Council, Staff, Committees and Local Boards are held accountable for their actions.

"Agent" means a person who has been legally empowered to act on behalf of another person or an entity. An agent may be employed to represent a client in negotiations and other dealings with third parties

"Chief Building Official" means the person appointed as the Chief Building Official of the Municipality with the meaning of the Building Code Act, S.O. 1992, c. 23 as amended.

"Clerk" means the Municipal Clerk for the Corporation of the United Townships of Head, Clara and Maria which includes the roles and responsibilities as established under Section 228 of the Municipal Act, 2001.

"Council" means the current elected Council for The Corporation of the United Townships of Head, Clara and Maria. This includes, as the whole, the Mayor, and Councillors.

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"Delegation" shall mean the transfer of approval authority of certain powers and duties from Council to designated Municipal officer, employee or agent positions under certain terms and conditions as identified by Policy.

"Emergency" means an operational situation or condition other than a declared emergency which, in the opinion of the Clerk, could affect the health and safety of the public, impact the welfare of public, private or municipal infrastructure, or seriously impact service delivery and where among other things the restoration of essential services to a minimum acceptable level is deemed warranted by the Clerk.

"Employee" means any employee of the Municipality who is not an elected official or municipal officer. It includes any individual employed by the Municipality other than an independent contractor, supervisor, or confidential, managerial or executive employee.

"Legislative Powers" means all matters where Council acts in a legislative or quasi-judicial function including enacting By-Laws, setting policies, and exercising decision making authority.

"Municipal Act" (the "Act") means the Municipal Act, 2001, S.O. 2001, c. 25, as amended.

"Treasurer" means the Municipal Treasurer for the Corporation of the United Township of Head, Clara and Maria who includes the roles and responsibilities established under Section 286 of the Municipal Act, 2001.

## **GENERAL PROVISIONS**

1. All powers and duties of Council shall remain with Council unless a power or duty has been expressly delegated by by-law.
2. Council, as the delegating authority, may impose such terms and conditions upon any delegation as it sees fit, and this shall include the power to vary such terms or rescind the delegation in question.
3. The Clerk is authorized to further delegate and to authorize further delegations of any powers, duties and functions delegated under the Clerk by Council under this or any other by-law as may be required on a temporary basis to ensure ongoing efficient and effective operations of the Municipality, provided such delegations are authorized in writing.
4. Despite any provision of this by-law, a delegate shall not approve any matter or execute any document unless the transaction or activity to which the matter or document relates has been approved by Council, and shall be deemed to be approved where such transaction or activity is:  
included in the annual budget as adopted by Council;

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included in a program, project or activity which has been approved by Council; or reasonably incidental to the authority given to the Clerk or Treasurer, to carry out their duties and responsibilities on behalf of the Municipality.

5. Council shall not delegate the following powers or duties, in accordance with the limits set out in subsection 23.3 (1) of the Municipal Act, 2001:
  - to appoint or remove from office an officer of the Municipality whose appointment is required by the Municipal Act, 2001;
  - to pass a by-law under Parts VIII, IX and X of the Municipal Act, 2001;
  - to incorporate corporations in accordance with section 203 of the Municipal Act, 2001; to adopt an official plan or an amendment to an official plan under the Planning Act;
  - to pass a zoning by-law under the Planning Act;
  - to pass a by-law under subsections 108 (1) and (2) and 110 (3), (6) and (7) of the Municipal Act, 2001;
  - to adopt a community improvement plan under section 28 of the Planning Act, if the plan includes provisions that authorize the exercise of any power under subsection 28 (6) or (7) of that Act or under section 365.1 of the Municipal Act, 2001;
  - to adopt or amend the municipal budget; or
  - any other power or duty that may be prescribed.

## **DELEGATED AUTHORITY**

### **Administration**

1. The powers and duties as the senior administrative official are delegated to the Clerk and the Treasurer and are as outlined in the applicable employment agreement(s) and job description(s).
2. The authority to approve and implement administrative policies, procedures and practices in the exercise of authority under Section 229 of the Municipal Act is delegated to the Clerk.
3. The responsibility to meet legislative requirements under the Ontario Health and Safety Act legislation is delegated to the Clerk.
4. The authority of the Returning Officer, which includes the responsibility for administration of all municipal general elections for the Municipality, is delegated to the Clerk.
5. Signing Authority for agreements under by-law and/or pursuant to tenders is delegated to the Mayor and the Clerk. Two signatures are required. A Councillor is appointed to act in the absence of the Mayor and the Administrative Assistant is appointed to act in the

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absence of Clerk.

6. The authority to sign letters of non-obligation and deeming events as municipally significant for the Alcohol and Gaming Commission of Ontario (AGCO) Liquor License Application is delegated to the Clerk.
7. The authority to issue Lottery Licenses in compliance with all applicable AGCO Regulations is delegated to the Clerk.
8. The authority to approve of use of municipal facilities including events to which alcohol may be served is delegated to the Clerk.
9. Records management oversight is delegated to the Clerk.
10. Municipal Freedom of Information and Protection of Privacy Act responsibilities are delegated to the Clerk.
11. The responsibility of Commissioner of Oaths is delegated to the Clerk by virtue of office.
12. The authority to maintain the Policy Manual and supporting documents is delegated to the Clerk.
13. The authority to issue special event permits for temporary, non-exclusive uses of municipal land and roads (including temporary private uses or occupation of municipal streets) and municipal parks and recreational areas to the Clerk, subject to the permits being for a term not more than 14 days. Conditions may be set relating to compensation, indemnification, insurance, security, machinery, equipment, times of use, and compliance with applicable laws and any restrictions on title to property to which the licence or permit relates.
14. The authority to close non-essential municipal departments in the event of staff training, inclement weather and/or power outages is delegated to the Clerk.
15. The ability to authorize the Integrity Commissioner to investigate complaints is delegated to the Clerk.
16. The authority for the sale, acquisition and disposition of land is delegated to the Clerk and is governed by the Sale and Disposition of Land By-law.
17. The authority to submit grant applications for existing approved programs where municipal funding is either not required or is available within existing budgets is delegated to the Clerk.

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#### **Human Resources**

1. The authority to appoint, promote, and discipline employees (excluding the Clerk) is delegated to the Clerk.
2. The authority to approve compensation for employees (other than the Clerk), including Pay Equity Adjustments and Grid Movement Approvals is delegated to the Clerk, subject to sufficient funds having been allocated and approved by Council under the budget.
3. The authority to conduct annual performance evaluations of each employee and advise Council on performance and recommendations for appointment, promotion, demotion, suspension or dismissal of employees is delegated to the Clerk.
4. The authority to approve temporary staff positions or to adapt existing part- time positions to full-time positions, or the reverse, is delegated to the Clerk provided that:  
funds are available within current budgetary allocations;  
all expenditures deemed essential for purpose of achieving objectives of the Municipality;  
alternate methods of achieving objectives have been evaluated and proven more costly or less effective than staffing a position.
5. The authority to terminate the employment of employees for cause is delegated to the Clerk.
6. The authority to terminate the employment of employees without cause is delegated to the Clerk, subject to any severance paid to the employee being in accordance with the notice provisions of any applicable employment agreement or the common law principles applicable to payments in lieu of notice on termination of employment, and sufficient funds having been allocated and approved by Council under the budget.
7. The authority to settle labour grievances or disputes is delegated to the Clerk, subject to the settlement being in accordance with common law principles and sufficient funds having been allocated and approved by Council under the budget to satisfy the settlement.

#### **Finance**

1. The authority for approval of tax and increases relating to gross manifest errors is delegated to the Treasurer.
2. The authority to enter into agreements with the Municipal Property Assessment Corporation (MPAC) for electronic download of property assessment information is delegated to the Treasurer.

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3. The authority to approve alternative property tax instalment plans with interest relief is delegated to the Treasurer.
4. The authority to write off accounts receivable amounts deemed uncollectable by the Treasurer is delegated to the Treasurer and is governed by Policy # F-03 - Accounts Receivable Collection Policy.
5. The authority to discharge obsolete charges and legal notations from the title to real property is delegated to the Treasurer.
6. The authority to settle small insurance claims up to the Municipality's deductible is delegated to the Treasurer.
7. The authority to approve tax write-offs and increases under Sections 357, 358 and 359 of the Municipal Act, 2001 is delegated to the Treasurer.
8. The authority to process additions or deletions of local taxation for any MPAC driven assessment and classification changes is delegated to the Treasurer.
9. The authority to execute pension, benefits, and insurance contract renewals and amendments, in accordance with the Procurement Policy, is delegated to the Treasurer.

#### **Procurement**

1. Oversight of the procurement of goods and services is delegated to the Clerk and Treasurer and is governed by the Procurement By-law.

#### **Agreements**

1. The authority to sign contracts or agreements associated with the purchase of budgeted items or services is delegated to the Clerk and Treasurer.
2. The authority to enter into minor maintenance/rental agreements relative to daily operations of the Municipality, provided the agreements may have fixed terms of no more than two (2) years and are acquired in accordance with the Procurement Policy is delegated to the Clerk.
3. The authority to enter into agreements in relation to grant monies for approved projects is delegated to the Treasurer.
4. The authority to enter into agreements for facility use or rental agreements for municipal parks and facilities is delegated to the Clerk.
5. The authority to amend, renew, extend or suspend agreements previously approved and authorized by Council or under a delegated authority under this by-law is delegated to the



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Clerk.

6. The authority to enter into recurring annual agreements with respect to continuance of technical software support services, and or data license agreements, subject to annual review and budget approval is delegated to the Clerk.
7. The authority to enter into agreements for IT professional services or technical support, as required, subject to project requirements, budget availability and review is delegated to the Clerk.
8. The authority to enter into agreements with the Provincial Ministries and Federal Agencies in order to carry out Council-approved projects is delegated to the Clerk.

#### **Building and Planning**

1. The authority for commenting on planning notices is delegated to the Clerk and will be in consultation with the Public Works Leader, Chief Building Official and other municipal employees deemed necessary by the Clerk.
2. The authority to approve Site Plan Control Agreements and/or to make amendments to Site Plan Agreements is delegated to the Chief Building Official and the Clerk as outlined in the Site Plan Control By-law. Approvals pertain where the application is in full compliance with the Zoning By-law.
3. The authority to approve minor amendments to Subdivision Agreements (non-financial; conditions) is delegated to the Chief Building Official and the Clerk.
4. The authority to remove or lift a Holding Zone when conditions have been fulfilled is delegated to the Chief Building Official and the Clerk.
5. The authority to enter into Limiting Distance Agreements is delegated to the Chief Building Official.
6. The authority to enter into Conditional Building Permit Agreements is delegated to the Chief Building Official.

#### **Emergency Management and Community Safety**

1. The authority to activate an emergency plan and implement municipal emergency control group notification is delegated to the Community Emergency Management Coordinator (CEMC).
2. The authority to execute agreements for emergency management and emergency response for services such as Red Cross is delegated to the Clerk.



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3. The authority to temporarily close Municipal Roads due to fire or emergency requirement is delegated to the Public Works Leader and the Clerk.

#### **Public Works**

1. The authority to manage and perform maintenance, removals, and planting of trees within the Municipality's right-of-way and property is delegated to the Public Works Leader.
2. The authority to execute applications for new entrance permits and culvert installations; provide written confirmation to applicant of diameter of culvert required is delegated to the Public Works Leader.
3. The authority to issue Road Occupancy Permits and municipal consent for utility maintenance and works within road right-of-way, and/or for special event road closures is delegated to the Public Works Leader and Clerk.
4. The authority to issue Temporary Reduction or Lifting of Load Limits on municipal roads, including designation of alternate routes where applicable, is delegated to the Public Works Leader,
5. The authority to enter into Encroachment Agreements on road allowances and over easements is delegated to the Public Works Leader and Clerk.

## United Townships of Head, Clara & Maria Council

### Request for Decision

Type of Decision									
Meeting Date	Thursday, October 19, 2023				Report Date	Tuesday, October 10, 2023			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed
Report #23/10/19/1502- Fee Schedule Review									

**Subject:** Review and Update of the Municipal Fee Schedule

**Recommendation:** That Council adopt By-law to update the Municipal Fee Schedule.

**Resolution:**

WHEREAS the Fee Schedule was last reviewed in 2011 since which time the cost of providing service has increased;

AND WHEREAS Staff completed a comparison of neighbouring municipality's fee schedules;

THEREFORE BE IT RESOLVED THAT Council of the United Townships of Head, Clara and Maria does hereby direct staff to update the Municipal Fee Schedule as presented.

**Background/Executive Summary:**

The most recent update of the Fee Schedule By-law was completed in 2011, with "Schedule A" amended in 2016 to incorporate an annual burn permit at a cost of \$5.00, instead of a \$2.00 daily burn permit.

The entire fee schedule has been updated to eliminate duplicate and outdated by-law information.

Based on a review of current operations, costs and neighbouring municipality's fee schedules, the following recommendations are being made:

Fire - no changes to Fire Services.

Zoning/Compliance Certificates - it is recommended that this line be removed. The site visit fee should be removed as site visits for building inspections are incorporated into the building permit fee and are not billed separately. The Basic Fee will be moved under Planning and Zoning.

Disposal Sites – Tipping Fees and Building Permits - have been updated with the updated by-law information.

Planning and Zoning - the Zoning Certificate Fee was moved under this heading. Although not found in a by-law, the municipal website states: "Fees for Zoning By-law or Official Plan Amendments will include the County Fee plus \$200 payable to the Municipality to cover costs. Overpayments will be reimbursed at the end of the process. Underpayments will be invoiced". Therefore, the costs have been included in the Schedule.

Administration – it is recommended that the cost of photocopies be increased to \$0.50 for single sheet and \$0.60 for double sided. It is recommended that the cost to send fax remain the same and that laminating be removed as a service that municipal staff provide to the public. It is recommended that Certify Authenticity of Documents and Guarantor Services be removed and one fee for Commissioner of Oaths remain at a cost of \$5.00. It is recommended that tax certificates increase to \$40.00 and that faxed information to Real Estate Agents is removed as the information should either be requested from the owner or a lawyer. It is recommended that the cost of NSF charges should be billed back to the ratepayer at the bank rate. Late payment fees for invoices and property taxes remained the same.

Roads – it is recommended that this line be removed, unless Council would like to charge a culvert permit fee. Typically, the owner is responsible for purchasing and having installation completed independently with approval from Public Works; the municipality is otherwise not involved with installation.

Civic Addressing – it is not recommended that either costs for civic addressing change.

Alarm Response – it is recommended that this line be removed. If response is required the employee should be paid their regular hourly rate.

Line items that have been added include Trailer Licencing, Lottery Licencing and requests made under the Municipal Freedom of Information and Protection of Privacy Act.

Comparison of neighbouring municipal fees:

	HCM	Laurentian Hills	Deep River	Mattawa	BLR
Tax Certificate	\$25.00	\$45.00	\$40.00	\$40.00	\$35.00
Zoning Request	\$40.00	\$50.00	\$40.00	\$40.00	\$35.00
Commissioning	\$5.00	\$0	\$20-40	\$5.00	\$5.00
NSF	\$30.00		\$40.00	\$40.00	
Copy	\$0.25		\$0.50	\$0.50	

**Financial Considerations/Budget Impact:**

Increasing the recommended charges will help offset the cost of staff time and materials to provide the service

**Enclosed:**

Current Fees and Charges Schedule

Draft Updated Fees and Charges Schedule

Approved and Recommended by the Clerk

Crystal Fischer,  
Municipal Clerk-Treasurer



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

## **BY-LAW NUMBER 2023-24**

### **Fees and Charges By-law**

**BEING** a by-law to regulate fees and charges.

**WHEREAS** under the *Municipal Act* 2001 S.O. c.25, 391 (1) Without limiting sections 9, 10 and 11, those sections authorize a municipality to impose fees or charges on persons,

- (a) for services or activities provided or done by or on behalf of it;
- (b) for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board; and
- (c) for the use of its property including property under its control. 2006, c. 32, Sched. A, s. 163 (1).

**AND WHEREAS** Section 398 of the Act states that (1) Fees and charges imposed by a municipality or local board on a person constitute a debt of the person to the municipality or local board, respectively. 2001, c. 25, s. 398 (1); 2006, c. 32, Sched. A, s. 170 (1).

**AND** Amount owing added to tax roll

(2) The Treasurer of a local municipality may, and upon the request of its upper-tier municipality, if any, or of a local board whose area of jurisdiction includes any part of the municipality shall, add fees and charges imposed by the municipality, upper-tier municipality or local board, respectively, to the tax roll for the following property in the local municipality and collect them in the same manner as municipal taxes:

1. In the case of fees and charges for the supply of a public utility, the property to which the public utility was supplied.
2. In all other cases, any property for which all of the owners are responsible for paying the fees and charges. 2001, c. 25, s. 398 (2); 2006, c. 32, Sched. A, s. 170 (2).

**AND WHEREAS** the Corporation of the United Townships of Head, Clara & Maria deems it necessary to establish a schedule of fees and charges for activities provided or done by or on behalf of the municipality;

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

3. **THAT** all fees and charges set out in this by-law shall be payable prior to the provision of the service unless an agreement in writing is made to the contrary and approved by the Clerk and/or Council.
4. **THAT** in the event that any fee or charge imposed herein remains unpaid after provision of the service or is otherwise in arrears, such fees or charges may be added to the Tax Roll for any real property in the municipality, the owner of which is responsible for paying the fee or charge and shall be collected in the same manner as municipal taxes.
5. **THAT** Council does hereby delegate to the Clerk, the authority to administer such fees and charges and approve such forms and procedures as may be required for the efficient administration of the fees and charges.
6. **THAT** By-Law Number 2011-20 is hereby rescinded.
7. **THAT** this By-Law shall come into force and take effect immediately on the date of passing.

**READ** a first and second time this 19<sup>th</sup> day of October, 2023.

**READ** a third time and passed this       day of       2023.

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MAYOR

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CLERK



## Townships of Head, Clara & Maria Fees and Charges

<b>FIRE</b>	
Daily Fire Permit	\$5.00 (as per By-Law 2016-07)
Campground inspections	\$25.00
<b>ZONING/COMPLIANCE CERTIFICATES</b>	
Basic fee	\$40.00
Site Visit – basic fee plus	\$12.00/hour plus .52 per kilometre
<b>DISPOSAL SITES – Tipping Fees</b>	
See Schedule to By-Law 2011-21	
<b>BUILDING PERMITS</b>	
See Schedule to By-Law 2007-06	
<b>PLANNING AND ZONING</b>	
See By-Law 2007-05 & By-Law 2007-10	
<b>ADMINISTRATION</b>	
Photocopy and Scan	.25 per single sheet .35 double sided
Laminating	1.00 per sheet - .50 for card size
Fax – transmission	\$1.00 for 1 <sup>st</sup> page plus \$0.25 per add. page
Certify authenticity of Documents	\$5.00
Affidavits or swearing of oaths	\$5.00
Guarantor	\$5.00
Guarantor – passport applications	No charge
Tax Certificates	\$25.00
Faxed Info to Real Estate Agents	\$20.00
N.S. F. cheques	\$30.00
Late payment fees - all municipal invoices	2% per month after 60 days
Late payment fees – property taxes	1.25% per month after 30 days
<b>ROADS</b>	
Culverts	Cost of all materials, installation plus a 10% administration fee.
<b>CIVIC ADDRESSING</b>	
911 Signs – replacement (of sign only)	\$35.00
Provision and installation of new sign (with post and measuring)	\$65.00
<b>ALARM RESPONSE</b>	
Weekdays – 4pm – 10pm	\$25.00/hour
Weekdays – 10pm – 8:30am	\$40.00/hour
Weekends/holidays	\$40.00/hour



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

## Schedule "A" to By-law 2023-24

### Fees and Charges

<b>FIRE</b>	
Daily Fire Permit	\$5.00
Campground Inspections	\$25.00
<b>DISPOSAL SITE - TIPPING FEES</b>	See Schedule "F" to By-law 2022-12
<b>BUILDING PERMITS</b>	See Schedule "A" to By-law 2023-16
<b>PLANNING AND ZONING</b>	See Schedule "A" to By-law 2023-16
Zoning Certificate	\$40
Zoning By-law Amendment	\$200 plus fees payable to the County of Renfrew
Official Plan Amendment	\$200 plus fees payable to the County of Renfrew
<b>ADMINISTRATION</b>	
Photocopy/Scan	\$0.50 per sheet
	\$0.60 per double sided sheet
Fax	\$1.00 for first page
	plus \$0.50 per additional page
Commissioner of Oaths	\$5.00
Freedom of Information Requests	\$5.00
Tax Certificates	\$40.00
N.S.F. Cheques	Charged at Bank Rate
Late Payment Fees-All Municipal Invoices	2% / Month after 60 Days
Late Payment Fees-Property Taxes	1.25% / Month after 30 Days
Annual Trailer Licence	\$200.00
Lottery Licence	3% of prize distribution
<b>CIVIC ADDRESSING</b>	
Sign Replacement	\$35.00
Provision & Installation of New Sign	\$65.00



## United Townships of Head, Clara & Maria Council

### Request for Decision

Type of Decision									
Meeting Date	Thursday, October 19, 2023				Report Date	Tuesday, October 3, 2023			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed
Report #23/10/19/1503- Accessibility Plan									

**Subject:** Draft Multi-Year Accessibility Plan

**Recommendation:** That Council approve the Multi-Year Accessibility Plan.

**Resolution:**

WHEREAS Council received Report#23/08/26/1501 concerning the Draft Multi-Year Accessibility Plan;  
AND WHEREAS Council completed public consultation to gather feedback on barriers affecting the Municipality;  
AND WHEREAS the Draft Plan has been updated to include public and Council feedback on the Draft Plan;  
THEREFORE BE IT RESOLVED THAT Council of the United Townships of Head, Clara and Maria does hereby adopt the 2023-2027 Multi-Year Accessibility Plan as presented.

**Background/Executive Summary:**

The Accessibility for Ontarians with Disabilities Act, 2005 (AODA) became law on June 13<sup>th</sup>, 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 Ontarian 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.

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 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. The enclosed Multi-Year Accessibility Plan has updated to include Council's feedback from the regular meeting of September 21<sup>st</sup> as well as the public feedback received from the Accessibility Survey that was distributed. 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.

From the enclosed Plan:

*"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".*

The survey results indicated that 9% of respondents are aware of attitudinal barriers at the municipality, however, none have experience attitudinal barriers at the municipality.

100% of respondents indicated that they are unaware of, and have not experienced, architectural or physical barriers at the municipality.

18% of respondents indicated they are aware of, and have experienced, Information and Communication barriers with comments describing difficulty hearing the Clerk and Council at Council meetings.

18% of respondents indicated they are aware of, with 9% having experienced, technological barriers at the municipality. There were no comments provided to elaborate on the source or factors of the barrier.

9% of respondents indicated that they are aware of systemic barriers, however, none have experienced systemic barriers in the municipality. There were no comments provided to elaborate on the source of the barrier.

The enclosed plan has been updated to include all of the comments and feedback received from the public and members of Council.

#### **Financial Considerations/Budget Impact:**

There are no large financial considerations or budget impact at this time.

#### **Options:**

Pass the Resolution adopting the updated Multi-Year Accessibility Plan; or  
Defer approval, providing direction to Staff on how to finalize the document.

#### **Enclosures:**

Multi-Year Accessibility Plan

Approved and Recommended by the Clerk

Crystal Fischer,  
Municipal Clerk-Treasurer

# **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.
- Ensure that audio and visual equipment is properly functioning at Council meetings and other community events.

### 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.
- Create a designated accessible drop-off zone at the entrance to the Community Centre.

#### **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](mailto:clerk@headclaramaria.ca).

Alternate formats of this document are available upon request.