



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

AGENDA

September 22, 2021 at 1:00 p.m.

1. Call to Order and Moment of Silence
Let us take a moment of silent reflection to contemplate in our own way the responsibility we have to collectively use our skills and experience to ensure the mutual long term benefit of our Municipality and those we represent.
2. Roll Call
3. Recital of the Municipal Mission and Vision Statements
4. Disclosure of Pecuniary interest & General Nature Thereof
5. Deputations/Presentations – none
6. Adoption of Minutes of previous meeting
 - Council Minutes
 - i. July 23, 2021
 - Library Board Minutes - none
 - Recreation Committee Minutes - none
 - Public Works Advisory Committee Minutes
 - i. July 29, 2021
7. Petitions and Correspondence
Information Only – (Please advise if you feel any item warrants further consideration)
 - i. National Day for Truth and Reconciliation- AMO
 - ii. Federal Gas Tax Fund – AMO
 - iii. Forest Management Plan Inspection Algonquin Forest Park – NDMNRF
 - iv. Guidance to Support Proof of Vaccination Policy – Province of Ontario
 - v. Forestry Vegetation Maintenance 2021/2022 - Hydro One
 - vi. Focused on You Campaign - DRDHF
8. Mayor's Report
 - i. Report 21/09/22/801 – Mayor Debbi Grills
9. Staff Reports – none

10. Unfinished Business

- Report 21/09/22/1001 – PWAG Recommendations
- Report 21/09/22/1002 – Hall Re-opening

11. Addendum (New Business)

12. Notice of Motion

- Mayor Grills - to amend the Procedural Bylaw to include First Nations land acknowledgement

13. Policy/By-Law Review

- 2021-38 – Cash Handling Policy
- 2021-39 – Donations Policy

14. By-Laws

- 2021-40 Borrowing By-Law

15. Questions and Answers

16. Confirmation of Proceedings By-law # 2021-41

17. 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 July 23, 2021

Minutes of a regular meeting of Council held on Friday, July 23, 2021 at 9:30 a.m. electronically.

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

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

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

Absent/Regrets:

3. **RECITAL OF THE MUNICIPAL MISSION AND VISION STATEMENTS** – Councillor Allen

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

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

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

- Councillor Villeneuve - Report 21/07/23/1001 – Application for Severance (E. Villeneuve)

Resolution No.: 23/07/21/001

Moved by Councillor Allen and seconded by Councillor Villeneuve

BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby amend the agenda to include discussion of:

11.3 Shoreline Erosion

13.1 2021-36 By-Law to Appoint a Clerk-Treasurer

Carried Unanimously

5. **DEPUTATIONS/PRESENTATIONS**

- P Harrington – Welch LLP, 2020 Audited Statements

Resolution No.: 23/07/21/002

Moved by Councillor Villeneuve and seconded by Councillor Kelly-Chamberlain

WHEREAS Council has received and reviewed the audited financial statements for the 2020 financial year and has had the opportunity to ask clarifying questions of the Municipal Auditor at the meeting;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara and Maria does hereby accept these documents as an accurate reporting of 2020 municipal finances;

AND FURTHER directs staff to implement Mr. Harrington's recommendations as soon as possible.

Carried Unanimously

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

Resolution No.: 23/07/21/003

Moved by Councillor Allen and seconded by Councillor Villeneuve

BE IT RESOLVED THAT the minutes of July 23, 2021 be accepted as presented.

Carried Unanimously

7. **CORRESPONDENCE & PETITIONS**

Petitions - none

Correspondence

- Legal Age for Licensed Driver – City of Vaughn
- PSA Test for Men – Town of Cochrane
ACTION: Clerk-Treasurer to send Letter of Support
- Municipal Land Tax Transfer – Municipality of St. Charles
- Licensing of Cannabis Facilities – Fort Erie
ACTION: Clerk-Treasurer to send Letter of Support

- v. Decommissioning of Smiths Falls – OPP
- vi. Truth and Reconciliation – Township of Georgian Bay

8. MAYOR'S REPORT

- Report 21/07/23/801 – Mayor Debbi Grills

9. STAFF REPORT

- Report 21/07/23/901 – Clerk Treasurer Report

10. UNFINISHED BUSINESS

- **Report 21/07/23/1001 – PWAG Terms of Reference**

Resolution No.: 23/07/21/004

Moved by Councillor Allen and seconded by Councillor Kelly-Chamberlain

WHEREAS the Clerk-Treasurer was directed to update the Terms of Reference to reflect the changes requested following the recent PWAG meeting;

AND WHEREAS Council has been provided with the updated Terms of Reference for review;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara and Maria does hereby approve the updated Terms of Reference for the Public Works Advisory Group as presented.

Carried Unanimously

11. ADDENDUM (NEW BUSINESS)

- **Report 21/07/23/1101 – Villeneuve Severance**

Resolution No.: 23/07/21/005

Moved by Councillor Dowser and seconded by Councillor Allen

WHEREAS a Planner's report has been sent for review and response by the United Townships of Head, Clara and Maria relating to a severance report for B72/21(1) and B73/21(2);

AND WHEREAS Council has reviewed the provided documentation relating to the severance application and response from the Ministry of Transportation;

THEREFORE BE IT RESOLVED THAT Council does hereby direct staff to complete the commenting form for both severed lots based upon discussion at Council.

Carried Unanimously

Note: Councillor Villeneuve exited Council chambers for the duration of discussion regarding Report 21/07/23/1001.

- **Report 21/07/23/1102 – Clerk-Treasurer Performance Review**

- **Report 21/07/23/1103 – Shoreline Erosion**

Resolution No.: 23/07/21/009

Moved by Councillor Kelly-Chamberlain and seconded by Councillor Allen

WHEREAS Council has reviewed the petition regarding Shoreline Erosion;

BE IT RESOLVED THAT Council does hereby direct staff to erect appropriate signage at Municipal Boat Launches to advise of consequences under the Contraventions Act.

Carried Unanimously

12. POLICY AND PROCEDURE REVIEW

- **By-Law 2021-35 Clean and Clear**

Resolution No.: 23/07/21/010

Moved by Councillor Villeneuve and seconded by Councillor Kelly-Chamberlain

WHEREAS Council has had a first reading of By-Law 2021-35 Clean and Clear Property

BE IT RESOLVED THAT this by-law be brought to the Committee of the Whole for further discussion.

13. BY-LAWS

- **By-Law #2021-36 To Appoint a Clerk-Treasurer**

Resolution No.: 23/07/21/006

Moved by Councillor Villeneuve and seconded by Councillor Dowser

BE IT RESOLVED THAT By-Law 2021-36 being a by-law to appoint a Clerk-Treasurer be read a first time short and passed.

Recorded Vote

Allen, B	Yea ___	Nay X
Dowser, C	Yea X	Nay ___
Grills, D	Yea X	Nay ___
Kelly-Chamberlain, F	Yea X	Nay ___
Villeneuve, E	Yea X	Nay ___

Carried

14. QUESTIONS AND ANSWERS

- Council to discuss hall reopening at the September meeting.
- Suggestion to ask HCM residents what they would like to see the rec committee do in the future.
- Questions regarding Zoning By-Law

16. CONFIRMATION OF PROCEEDINGS

Resolution No.: 23/07/21/007

Moved by Councillor Kelly-Chamberlain and seconded by Councillor Villeneuve

BE IT RESOLVED THAT By-Law 2021-37 being a by-law to confirm proceedings of the Council of the United Townships of Head, Clara & Maria at its meeting held on Thursday, July 23rd, 2021 be read a first time short and passed.

Carried Unanimously

17. ADJOURNMENT

Resolution No.: 23/07/21/008

Moved by Councillor Dowser seconded by Councillor Allen

BE IT RESOLVED THAT this meeting adjourn at 3:45 p.m. to meet again on Thursday, September 16, 2021 at 1:00 p.m.

Carried Unanimously

MAYOR

CLERK

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

Thursday July 29, 2021 at 9:30 a.m.

1. Roll Call

Committee Members: Andy Boissonneault, Neville Chamberlain, Ken Giroux, John Miller, Jim Gibson, Pat McGurran

Council Reps: Mayor Debbi Grills and Deputy Mayor Ernie Villeneuve

Staff: Charlotte Toope, Jesse Gagnon and Camron Rabishaw

Chairperson: David Balla-Boudreau

Absent: Ken Giroux, John Miller

2. Unfinished Business

a) Boat Launch Update:

- Bumpers have been installed at Mackey Boat Launch
- Contractor will be providing a quote for the proposed work at Deux Riviers to Jesse.

b) Stonecliffe Vault Toilet

- Council was in favor of investigating this.
- Clerk-Treasurer sent an email to County of Renfrew to inquire about plans for Algonquin Trail to see if there would be any overlap.

c) Steps at Mackey Park

- Will need to be replaced.
- Jesse to investigate

d) Street lighting

- **Recommendation** to Council to approve installation of street lights at priority intersections as per the provided report.
- Steps to investigate closing one end of Dunlop on hold until the County of Renfrew has completed the culvert work that on Dunlop in September.

e) Harvey Creek Road

- **Recommendation** to Council that no further action be taken regarding changes to Harvey Creek Road, such as moving the

guardrail or relocation of the actual road, until it has been deemed necessary to do so.

- If any indication of road failure or drastic change is seen it will be reviewed and dealt with accordingly.

f) Hard Topping Roads

- **Recommendation** to Council to consider using recycled material to hard top some roads, similar to what has been done in Deux Rivieres.

3. Questions and Answers

- **Recommended** to remove the trees between the Mackey Boat Launch and the highway to increase visibility.

4. Next Meeting: October 12, 2021 at 9:30 a.m.

From: AMO Communications
To: HCM Clerk-Treasurer
Subject: AMO Policy Update - Draft Resolution for Municipal Recognition of September 30th as National Day for Truth and Reconciliation, New Municipal Resource Materials
Date: August 23, 2021 12:29:28 PM

AMO Update not displaying correctly? [View the online version](#)
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AMO Policy Update



August 23, 2021

AMO Policy Update – Draft Resolution for Municipal Recognition of September 30th as National Day for Truth and Reconciliation, and New Municipal Resource Materials

Recent discoveries of remains and unmarked graves across Western Canada have led to increased calls for all levels of government to immediately address the recommendations in the Truth and Reconciliation Commission's (TRC) Calls to Action.

All Canadians and all orders of government have a role to play in reconciliation. The TRC's 94 Calls to Action are addressed primarily to the federal, provincial, and territorial governments but also to municipal governments, the corporate sector, and the broader Canadian society. They cover a wide range of government responsibilities including child welfare, education, language and culture, health, justice, commemoration, museums and archives, training for public servants, and a few specific initiatives related to reconciliation.

At the August 14th Board Meeting, the AMO Board of Directors approved two resource papers to assist municipal councils' efforts to support Truth and Reconciliation.

The first resource paper provides an overview of the [Truth and Reconciliation Commission's \(TRC's\) Calls to Action](#) that municipal governments can address themselves.

The second resource paper provides ideas and options for [what municipal leaders, councils can do to better support and engage Indigenous residents and neighbours at this time.](#)

These AMO resource papers are meant to be organic and to be revised/updated when appropriate and more municipal resource materials are available.

Municipal Recognition of September 30th as National Day for Truth and Reconciliation – Draft Resolution

The AMO Board of Directors encourages members to recognize September 30th as National Day for Truth and Reconciliation (also known as Orange Shirt Day with the adoption of the following resolution:

WHEREAS the Truth and Reconciliation Commission released its final report on June 2, 2015, which included 94 Calls to Action to redress the legacy of residential schools and advance the process of Canadian reconciliation;

AND WHEREAS the recent discoveries of remains and unmarked graves across Canada have led to increased calls for all levels of government to address the recommendations in the TRC's Calls to Action;

AND WHEREAS all Canadians and all orders of government have a role to play in reconciliation;

AND WHEREAS Recommendation #80 of the Truth and Reconciliation Commission called upon the federal government, in collaboration with Aboriginal peoples, to establish, as a statutory holiday, a National Day for Truth and Reconciliation to ensure that public commemoration of the history and legacy of residential schools remains a vital component of the reconciliation process;

AND WHEREAS the Federal Government has announced September 30th, 2021, as the first National Day for Truth and Reconciliation (National Orange Shirt Day) and a statutory holiday;

THEREFORE, BE IT RESOLVED THAT the Council of the [municipality] of [placename] does hereby commit to recognizing September 30th, 2021, as the National Day for Truth and Reconciliation (National Orange Shirt Day) by sharing the stories of residential school survivors, their families, and communities.

AMO's [COVID-19 Resources](#) page is being updated continually so you can find critical information in one place. Please send any of your municipally related pandemic questions to covid19@amo.on.ca.

*Disclaimer: The Association of Municipalities of Ontario (AMO) is unable to provide any warranty regarding the accuracy or completeness of third-party submissions. Distribution of these items does not imply an endorsement of the views, information or services mentioned.



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Association of Municipalities of Ontario
200 University Ave. Suite 801, Toronto ON Canada M5H 3C6

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HCM Clerk-Treasurer

From: Federal Gas Tax Program <GasTax@amo.on.ca>
Sent: July 26, 2021 11:45 AM
To: HCM Clerk-Treasurer
Subject: Changes to the federal Gas Tax Fund and related announcements
Attachments: MFA Schedule A2 - 10550.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Charlotte,

We have several announcements relating to the federal Gas Tax Fund:

- **2021's top-up funds have been released**

We expect to be able to distribute 2021's top-up funds starting this week. Your community will receive \$7,561.19.

This amount is in addition to the \$7,865.36 that your community received earlier this year for 2021's scheduled allocation. An updated schedule of payments for your community is attached.

- **The Fund has been renamed**

The federal Gas Tax Fund is now formally known as the Canada Community-Building Fund. AMO will update materials referencing the Fund over the coming months.

- **Fire stations are now eligible**

Eligibility criteria remain unaffected - with one exception. Fire stations are now eligible for funding. AMO will update guidance documents shortly.

Updates to our reporting systems will take more time. We plan to launch a new reporting site in January 2022; your community will be able to report investments in fire stations once the new site is available. Please contact us if you expect to invest funds in fire stations in the meanwhile.

Please feel free to contact us if you have any questions about these announcements.

Sincerely,
AMO's Canada Community-Building Fund team

Municipal Funding Agreement

Schedule A2 Schedule of Fund Payments (2019-2023)

Recipient: United Townships of Head, Clara & Maria

The following represents an estimate of the Funds and schedule of payments for the remaining five (5) years of the Agreement.

Year	Payment #1	Payment #2	Total
2019	\$ 3,761.70	\$ 3,761.69	\$ 7,523.39
2020	\$ 7,523.39		\$ 7,523.39
2021	\$ 7,865.36		\$ 7,865.36
2022	\$ 3,932.68	\$ 3,932.68	\$ 7,865.36
2023	\$ 4,103.67	\$ 4,103.66	\$ 8,207.33

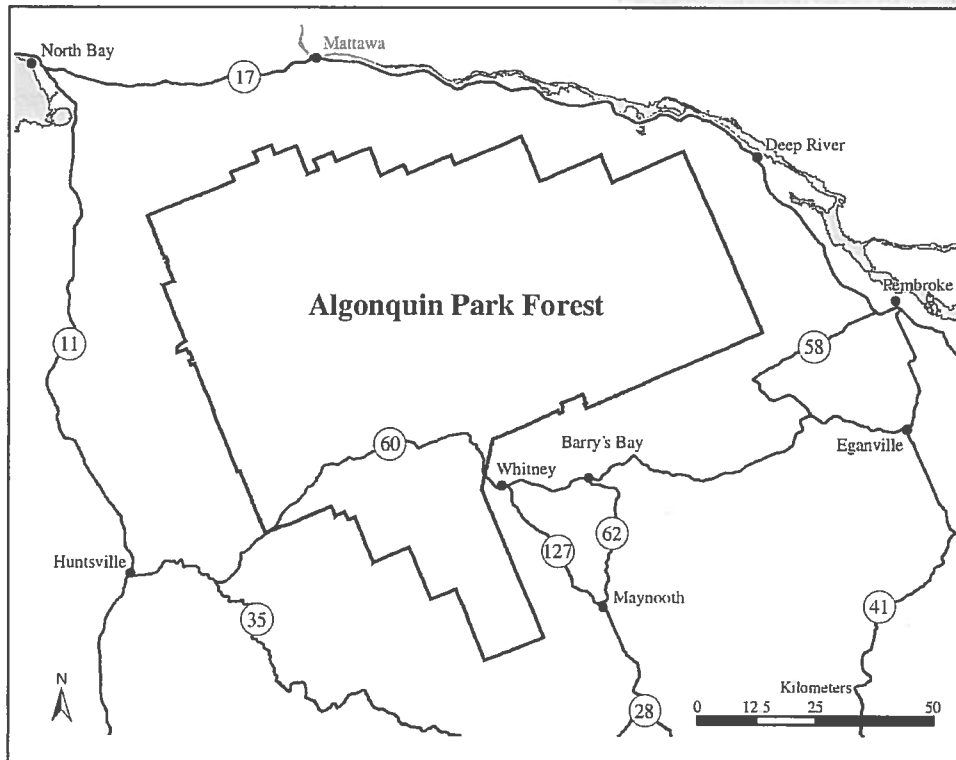
The following represents an estimate of additional Funds to be distributed over the remaining five (5) years of the Agreement.

Year	Description	Total
2019	Top-up announced in Budget 2019	\$ 7,484.97
2019	Surplus administration funds distributed by AMO	\$ 139.40
2021	Top-up announced in Bill C-25/Bill C-30	\$ 7,561.19

INSPECTION

Inspection of the 2021-2022 Annual Work Schedule - Algonquin Park Forest

The **September 27, 2021 – March 31, 2022** Annual Work Schedule (AWS) for the Algonquin Park Forest is available electronically for public viewing by contacting the **Algonquin Forestry Authority (AFA)** during normal business hours and on the Natural Resources Information Portal – <https://nrip.mnr.gov.on.ca/s/fmp-online> beginning **September 8, 2021** and for the duration of the AWS. This AWS coincides with the approved 2021-2031 Forest Management Plan.



Scheduled Forest Management Operations

The AWS describes forest operations such as road construction, maintenance and decommissioning, forestry aggregate pits, harvest, site preparation, tree planting and tending that are scheduled to occur during the year.

Tree Planting and Fuelwood

The AFA is responsible for tree planting on the Algonquin Park Forest. Please contact the Area Forester, AFA Pembroke Office (see address below) for information regarding tree planting job opportunities or for obtaining fuelwood.

More Information

For more information on the AWS, to arrange a remote meeting with NDMNRF staff to discuss the AWS or to request AWS summary information, please contact the NDMNRF contact below:

Joe Yaraskavitch, R.P.F.
Ministry of Northern Development, Mines,
Natural Resources and Forestry
31 Riverside Drive
Pembroke, ON K8A 8R6
tel: 613-401-4167
e-mail: joe.yaraskavitch@ontario.ca

Gord Cumming, R.P.F.
Plan Author
Algonquin Forestry Authority
Huntsville Office
8 Crescent Road, Unit B3-1
Huntsville, ON P1H 0B3
tel: 705-789-9647, ext. 130
e-mail: gord.cumming@algonquinforestry.on.ca

Tom Dolan, R.P.F.
Forester
Algonquin Forestry Authority
Pembroke Office
84 Isabella Street
Pembroke, ON K8A 5S5
tel: 613-735-0173, ext. 225

Stay Involved

Further information on how to get involved in forest management planning and to better understand the stages of public consultation please visit:

<https://www.ontario.ca/document/participate-forest-management-ontario/how-get-involved-forest-management>

Renseignements en français : Elizabeth Holmes au tél : 613 258-8210 ou courriel : elizabeth.holmes@ontario.ca.

INSPECTION

NDMNRF- Approved Forest Management Plan Inspection Algonquin Park Forest 2021-2031 Forest Management Plan

The Ontario Ministry of Northern Development, Mines, Natural Resources and Forestry (NDMNRF), Algonquin Forestry Authority (AFA) and the Algonquin Park Local Citizens' Committee (LCC) would like to advise you that the 2021 – 2031 Forest Management Plan (FMP) for the Algonquin Park Forest has been approved by the NDMNRF Regional Director and is available for inspection.

The Planning Process

The FMP takes approximately three years to complete. During this time, five formal opportunities for public and First Nation and Métis community involvement are provided. The fourth opportunity (Stage Four) for this FMP occurred on March 12, 2021 to May 11, 2021 when the public and First Nation and Métis communities were invited to review and comment on the draft FMP.

This 'Stage Five' notice is to advise you that the NDMNRF-approved FMP, including the supplementary documentation, and FMP summary are available electronically for inspection for the 10-year duration of the FMP through the office of the Algonquin Forestry Authority and on the Natural Resources Information Portal at <https://nrip.mnr.gov.on.ca/s/fmp-online>.

Interested and affected persons and organizations can arrange a remote meeting with NDMNRF staff with the Pembroke District Office to discuss the approved FMP.

For further information, please contact:

Joe Yaraskavitch, R.P.F.
Management Forester
Ministry of Northern Development,
Mines, Natural Resources and Forestry
tel: 613-401-4167
e-mail: joe.yaraskavitch@ontario.ca

Gordon Cumming, R.P.F.
Algonquin Forestry Authority
tel: 705-789-9647 ext. 130
e-mail:
gord.cumming@algonquinforestry.on.ca

Tom Ballantine
Algonquin Park Forest
LCC Chairman
e-mail: tomb@bell.net

The approved FMP will be available for the 10-year period of the FMP at the same locations listed above.

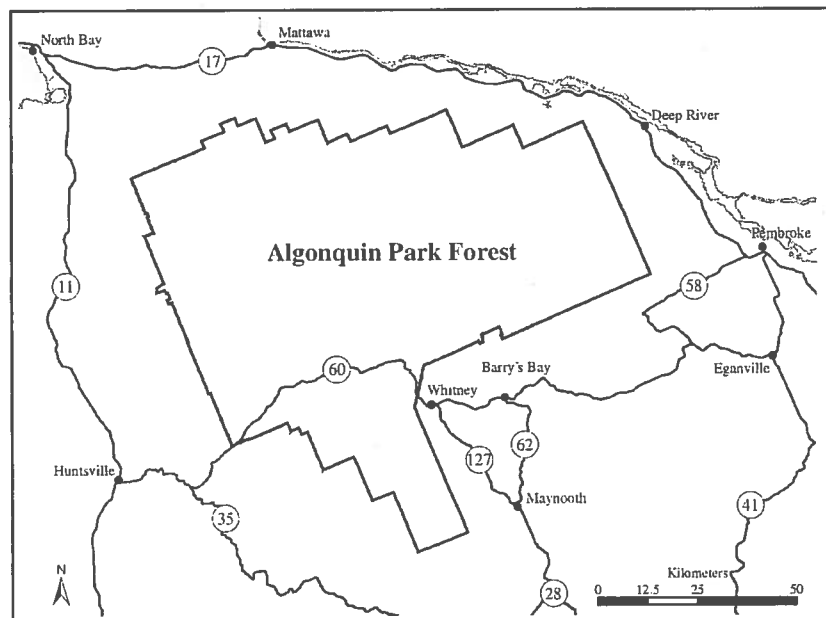
Stay Involved

Further information on how to get involved in forest management planning and to better understand the stages of public consultation please visit:

<https://www.ontario.ca/document/participate-forest-management-ontario/how-get-involved-forest-management>

Ministry of Northern Development, Mines, Natural Resources and Forestry (NDMNRF) is collecting your personal information and comments under the authority provided by the Forest Management Planning Manual, 2020 approved by regulation under Section 68 of the *Crown Forest Sustainability Act, 1994*. Any personal information you provide (home and/or email address, name, telephone number, etc.) may be used and shared between NDMNRF and/or the sustainable forest licensee to contact you regarding comments submitted. Your comments will become part of the public consultation process and may be shared with the general public. Your personal information may also be used by the NDMNRF to send you further information related to this forest management planning exercise. If you have questions about the use of your personal information, please contact Shari MacDonald, NDMNRF, Regional Information Manager, by e-mail: shari.macdonald@ontario.ca.

Renseignements en français: Elizabeth Holmes au tél. : 613 302-3768 courriel : elizabeth.holmes@ontario.ca



Ontario Releasing Guidance to Support Proof of Vaccination Policy

Province Continues to Expand Third Dose Eligibility for Those at Highest Risk of COVID-19

September 14, 2021

[Health](#)

TORONTO — As the province continues to respond to the fourth wave of the pandemic driven by the highly transmissible Delta variant, the government is further protecting Ontarians through continued actions that encourage every eligible person to get vaccinated and help stop the spread of COVID-19.

Today the government released [the regulations](#) and [guidance](#) for businesses and organizations to support them in implementing [proof of vaccination requirements](#), which take effect on September 22, 2021. Requiring proof of vaccination will help increase vaccination rates, protect individuals in higher-risk indoor settings, and keep businesses open.

“High rates of vaccination against COVID-19 are critical to helping protect our communities and hospital capacity while keeping Ontario schools and businesses safely open,” said Christine Elliott, Deputy Premier and Minister of Health. “As we continue our last mile push to increase vaccination rates, requiring proof of immunization in select settings will encourage even more Ontarians to receive the vaccine and stop the spread of COVID-19. If you haven’t received your first or second dose of the COVID-19 vaccine, please sign up today.”

In advance of September 22, all Ontarians can print or download their vaccination receipt from the [provincial booking portal](#). The Ministry is working on additional supports and services to assist Ontario residents who need help obtaining proof of vaccination, including requesting a copy be sent by mail. Those who need support obtaining a copy of their vaccination receipt including those who do not have access to a computer or printer can call the Provincial Vaccine Contact Centre at 1-833-943-3900.

Ontario is developing an enhanced vaccine certificate with a unique QR code to make it safer, more secure and convenient to show that you have been vaccinated, when required to do so. The enhanced vaccine certificate and verification app will be available by October 22, 2021. Ontario’s proof of vaccination guidance will be updated to reflect the new processes.

“Businesses need a smart, quick and safe solution to verify vaccination,” said Kaleed Rasheed, Associate Minister of Digital Government. “The made-in-Ontario enhanced vaccine certificate for the public and the verification app for businesses are tools to confirm that an individual has been vaccinated while protecting Ontarians’ health data.”

The [proof of vaccination policy](#) has resulted in a marked increase in vaccination rates. Between September 1 and September 8, 2021, the seven-day average for first doses administered increased by more than 29 per cent, from over 11,400 doses to over 14,700 doses. During that time, more than 90,000 first doses and 102,000 second doses were administered in Ontario to individuals aged 18 to 59.

To further increase vaccine uptake, the province is continuing its [last mile strategy](#) to reach eligible individuals who have yet to receive a first or second dose. This includes:

- The provincial call centre booking or rebooking more than 135,000 appointments;
- The GO-VAXX bus administering more than 3,700 doses with 50 per cent being first doses, since launching on August 7, 2021;
- Setting up a Provincial Vaccine Confidence Line that individuals can call to speak with an experienced agent or health specialist about COVID-19 vaccine questions; and
- Supporting more than 550 vaccination clinics in or nearby elementary, secondary and post-secondary schools that are currently operational or planned for the near future.

“As we continue to see cases of COVID-19 in our communities, we must keep up the fight against the transmission of this virus and its variants to create a safer environment for ourselves, our families and our communities,” said Solicitor General Sylvia Jones. “The best defense against COVID-19 is getting a vaccine and encouraging everyone who is eligible to get

vaccinated too. Wearing a mask and practising physical distancing where possible are public health measures we all must continue to follow.”

To further protect those who face the highest risk from COVID-19 and the Delta variant, the government, in consultation with the Chief Medical Officer of Health is following the evidence and recommendations from the National Advisory Committee on Immunization and will begin offering third doses of the COVID-19 vaccine to [additional groups](#), such as individuals with moderate or severe primary immunodeficiency, individuals receiving active treatment for significantly immunosuppressive conditions and those with acquired immunodeficiency syndrome. Locations and timing for third doses will vary by public health unit and high-risk population based on local planning and considerations.

“Getting fully vaccinated is the most important step you can take to protect yourself and others,” said Dr. Kieran Moore, Chief Medical Officer of Health. “To provide the best protection to some of our more vulnerable populations, we are offering a third dose to additional groups of immunocompromised people who are more likely to have had a less than adequate immune response to the initial two dose COVID-19 vaccine series. I continue to strongly encourage anyone eligible who hasn’t already come forward to get their COVID-19 shot, to do so today to do their part to help keep themselves, their loved ones and our communities safe.”

Quick Facts

- Those who have questions about COVID-19 vaccines and would like to speak to an experienced agent or health specialist are encouraged to call the Provincial Vaccine Confidence Line that can be accessed through the Provincial Vaccine Contact Centre: 1-833-943-3900 (TTY for people who are deaf, hearing-impaired or speech-impaired: 1-866-797-0007). The Provincial Vaccine Contact Centre is available in more than 300 languages, seven days a week from 8:00 a.m. to 8:00 p.m.
- Ontarians who received their first or second dose of the [COVID-19 vaccine out of province](#) should contact their local [public health unit](#) to have their information verified and recorded so they can receive an Ontario receipt that they can access or print from the [provincial booking portal](#).
- The province will continue to work with the federal government to ensure the integration and interoperability with a national vaccine passport for the purposes of international travel.
- On [July 16, 2021](#), the province [moved into Step Three](#) of the [Roadmap to Reopen](#). Face coverings in indoor public settings and physical distancing requirements remain in place throughout Step Three.
- COVID-19 vaccines are currently available at over 3,150 locations across the province, including more than 2,500 pharmacies and more than 1,000 currently operational mass immunization clinics, hospitals, primary care settings and pop up and mobile clinics.
- A key component of Ontario’s last mile strategy is getting vaccines to people, wherever they are located. If you need your first or second shot, keep an eye out for the [GO-VAXX mobile clinics](#).
- Anyone with symptoms or who is a known close contact of someone with COVID-19, and other groups that meet provincial testing eligibility criteria, should make an appointment at an assessment centre, participating pharmacy or specimen collection centre. Please visit [Ontario.ca/covidtest](#) to find a testing location and for eligibility criteria to be tested.

Additional Resources

- [Using your Vaccination Receipt: Frequently Asked Questions](#)
 - [Expanded Eligibility for Third Doses of the COVID-19 Vaccine](#)
 - [Questions and Answers](#) document to help clarify requirements under Ontario Regulation 364/20 (under the Reopening Ontario (A Flexible Response to COVID-19) Act, 2020) related to proof of vaccination against COVID-19.
 - [Ontario to Require Proof of Vaccination in Select Settings](#)
 - [Ontario Deploying Last Mile Strategy to Further Increase Vaccination Rates](#)
 - [Ontario Makes COVID-19 Vaccination Policies Mandatory for High-Risk Settings](#)
 - [Ontario Working with Public Health Units to Run COVID-19 Vaccination Clinics in Schools](#)
 - [COVID-19: Health, safety and operational guidance \(2021-22\)](#)
 - For public inquiries, please contact the Provincial Vaccine Contact Centre at 1-833-943-3900 (TTY for people who are deaf, hearing-impaired or speech-impaired: 1-866-797-0007).
 - For resources in multiple languages to help local communication efforts in responding to COVID-19, visit Ontario’s [COVID-19 communication resources webpage](#).
 - Visit Ontario’s [website](#) to learn more about how the province continues to protect the people of Ontario from COVID-19.
-

HCM Clerk-Treasurer

From: BUCKLER Sydney <Sydney.Buckler@HydroOne.com>
Sent: September 14, 2021 10:57 AM
To: HCM Clerk-Treasurer
Subject: Hydro One Forestry vegetation maintenance 2021/2022
Attachments: Map overview Project 11200.pdf

Good morning,

I wanted to notify you that Hydro One Forestry is going to be completing vegetation maintenance. Project 11200 which consist of 3 steel tower structures of 230kV transmission line starting at the Des Joachim generation station and heads south into Algonquin Park (See Map). The work is forecasted to start late this year and into next year.

Work consists of:

- Manual tree removal (danger trees, poplars leaning out, balsams and grow ins)
- Manual cutting of brush/juvenile trees
- Selective Herbicide Applications on Incompatible brush

Equipment consist of:

- Use of crew cab trucks
- UTV
- Off road aerial lifts
- Snowmobiles
- Chainsaws

Crews will be accessing the work through pre-existing trails to the corridor, and will not be creating any new trails. Any of the danger trees that pose a risk, will be left flat, and in a safe manner.

I am still in the process of notifying all the land owners and controlling authorities.

Thanks, and please feel free to contact me to discuss.

Sydney Buckler

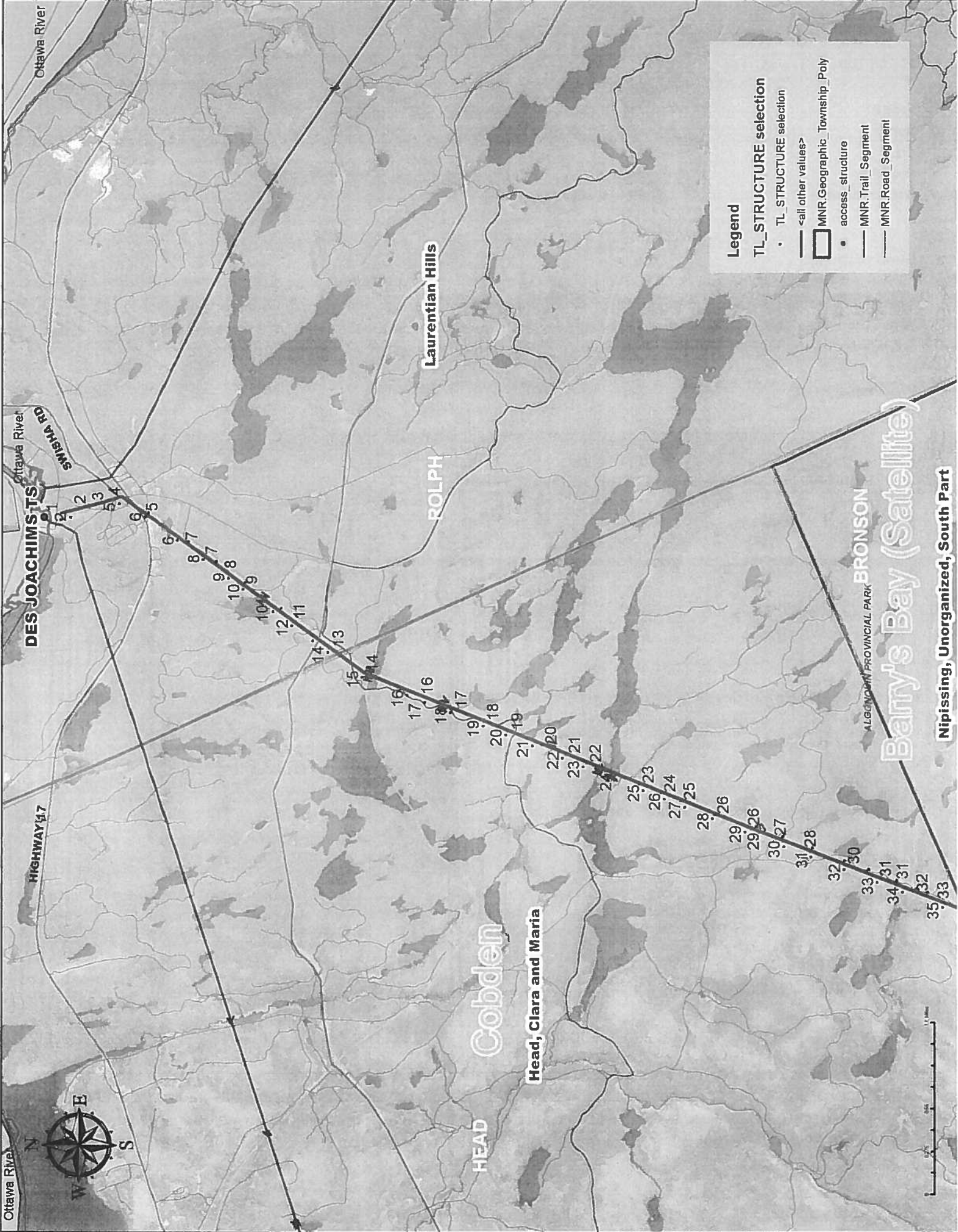
Forestry Technician

Eastern Zone

Cell:1(613)334-0481

E-Mail: Sydney.Buckler@Hydroone.com

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Legend

TL_STRUCTURE selection

- TL_STRUCTURE selection
- <all other values>
- MNR.Geographic_Township_Poly
- access_structure
- MNR.Trail_Segment
- MNR.Road_Segment



Ottawa River

Ottawa River

SMITH RD

DES JOACHIMS

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35

ROLPH

Laurentian Hills

COBDEN

HEAD

Head, Clara and Maria

ALGERNON PROVINCIAL PARK

BRONSON

Barry's Bay (Satellite)

Nipissing, Unorganized, South Part

HIGHWAY 47

HIGHWAY 17

September 3, 2021

To whom it may concern:

On behalf of the Deep River and District Hospital Foundation and the Major Campaign team, I would like to thank you for showing your support for the "Focused on You" \$1.75 Million Major Campaign. By allowing us the opportunity to place a progressive thermometer in a prominent area, you helped us build awareness of our hospital, raise the funds needed to update our aging Diagnostic Imaging Suite, and ultimately reach our \$1.75 million goal in April 2021.

We appreciate your time and effort helping us keep the thermometers updated and cared for and now that the campaign has concluded, and the community has been able to see the thermometer reach 100%, it seems time for us to look into taking them down. Working with you, we can help remove the thermometers at a time that best suits your team.

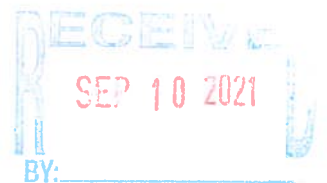
Please advise when would be a good time for us to remove the thermometer or when you would like us to pick it up.

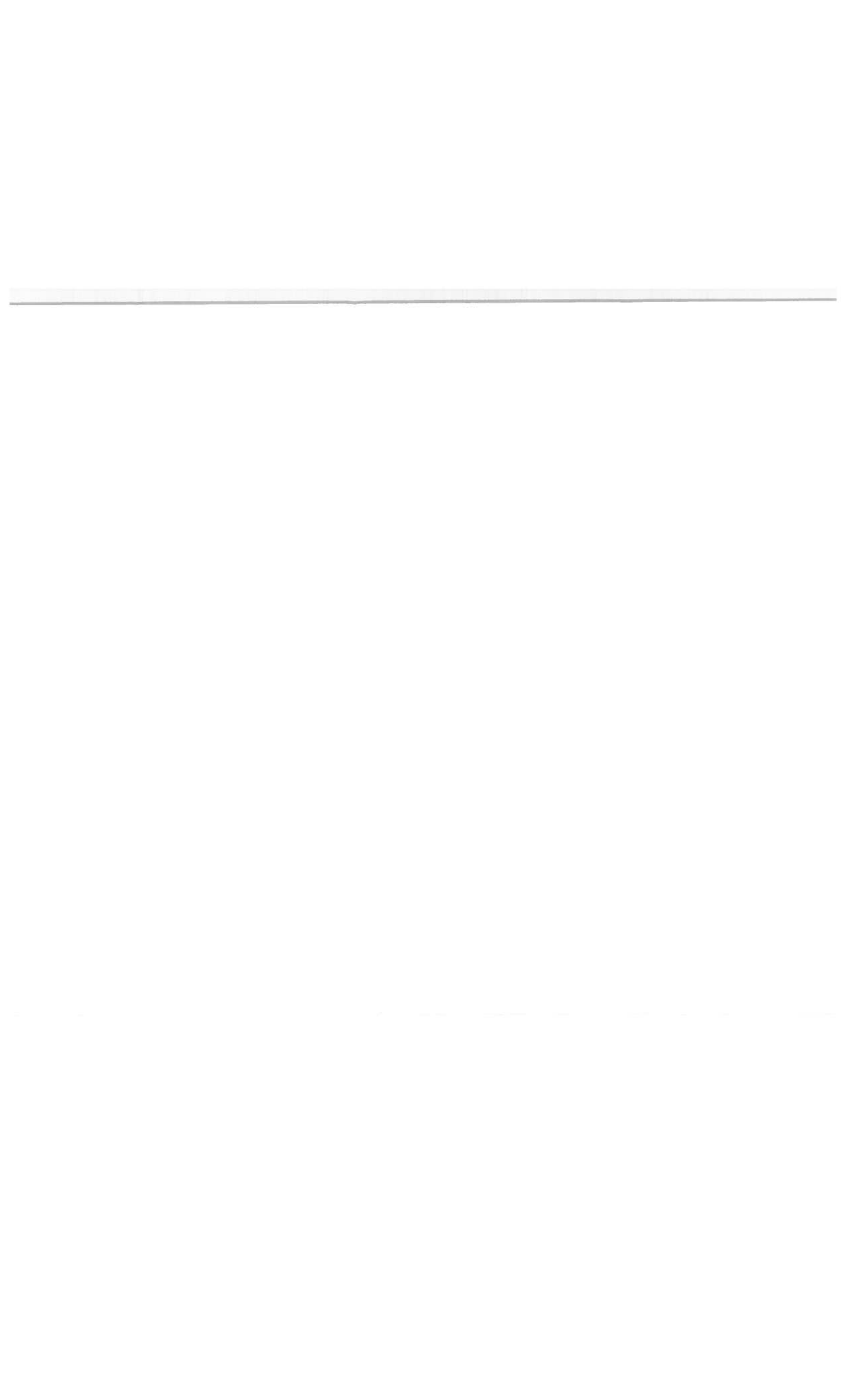
If you would like to view our video recognition it can be found on our website home page at www.drdhfoundation.com.

Sincerely,



Chris Doucette
Executive Director
Deep River and District Hospital Foundation





United Townships of Head, Clara & Maria Council

Report to Council

Type of Decision									
Meeting Date	Wednesday, September 22, 2021				Report Date	Tuesday, September 14, 2021			
Decision Required	X	Yes		No	Priority		High	X	Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed
Report #21/09/22/1001 – PWAG Recommendations									

Subject: Recommendations from the Public Works Advisory Group

Recommendation: That Council review the recommendations below and provide direction to staff.

Background/Executive Summary:

At its July 29th meeting, the Public Works Advisory Group provided the following recommendation for Council review:

- **Recommendation** to Council to approve installation of street lights at priority intersections as per the provided report (see attached).
- **Recommendation** to Council that no further action be taken regarding changes to Harvey Creek Road, such as moving the guardrail or relocation of the actual road, until it has been deemed necessary to do so.
- **Recommendation** to Council to consider using recycled material to hard top some roads, similar to what has been done in Deux Rivieres.
- **Recommended** to remove the trees between the Mackey Boat Launch and the highway to increase visibility.

Financial Considerations/Budget Impact:

Will be based on Council approvals; financial considerations will be provided in a report once scope of work has been determined by Council.

Enclosures:

Street Light Report

Approved and Recommended by the Clerk
Crystal Fischer, Clerk/Treasurer

This report has been revised again to reflect information by a visit to all sites by Neville Chamberlain, Pat McGurran and myself on June 9th, 2021. New information has been underlined so that it can be easily found.

Revised report to reflect visits with Ontario Hydro representatives (Dave Whittier on Thursday March 12th) and (Jodi Ross on Wednesday September 2nd) to 6 township road locations.

Purpose of these visits was to determine the possibility of installing street lighting at locations that were deemed to be a safety concern.

General requirements\inspection outcomes:

- 1) A MTO Encroachment Permit will be required for each chosen location. A search on the internet and follow up phone call confirmed that these lights would be classified as a Commercial/Municipal Utility on Highway Right of Way. The cost is \$1560 (confirmed again with Kumar) each (permit valid for 10 years). It is a one-time fee, and after 10 years it would need to be renewed. The responsible person to review the permit is Kumar at 613-745-6841 (office phone) or at 613-298-7091 (his cell) who works in the Ottawa office and is responsible for MTO between Petawawa and Mattawa. The process requires that we submit each application with a photo and a description of the exact location at which point a representative from MTO Traffic Review would come and verify the proposed location, and if approved then the permit fee would then be required. Additionally, a special environmental review of the MTO corridor between Petawawa and Mattawa is planned subject to restrictions from Covid-19 for the MTO employees. Jodi Ross also advised that in some instances e.g. Dunlop Crescent where Hydro would be adding a transformer to an existing pole located on highway right of way that they also would need an encroachment permit which would cost HCM an extra \$1560. Note also that the respective costs for an encroachment permit may have gone up in the last 6 months.
- 2) In order to install these lights 'secondary power' is required. Presently there is no 'secondary power' at Dunlop Crescent, McIssac Road, Jennings Road, Mackey Creek Road or Harvey Creek Road. This means that Hydro would have to install a transformer on a pole close to the chosen location. It has not yet been confirmed that Hydro will do this installation when the end use is a single light. Dave Whittier did make a quick call and it appears that Hydro still does do this, however he took an action to confirm for sure and get back to me. Note that I did not hear back from Dave Whittier (who has now retired) on this question, however Jodi Ross did not see an issue for Hydro to install these transformers. Additionally, on Jennings Road Hydro would need to replace an existing pole to install the transformer which would add 3-4k to the total cost for that location.
- 3) Hydro expects that the townships would hire a Contractor to install all the poles and lights, run the wire (underground if possible as going overhead may require that an anchor be installed on the lamp pole which in some cases could be an impediment for local ATV traffic) and leave sufficient wire to go up the pole and make the connection. Dave Whittier suggested Alan Bruce of Douglas (613-649-2417 or 613-433-2701) as a reliable Contractor for this scope of work in HCM. Note that I recently did see this Contractor who was doing an installation for the new house on Chokecherry lane and explained that the townships could be looking to install some safety lights at key intersections and he gave me a thumbs up as he was up in the bucket at the top of the pole at the time I saw him. Jodi Ross also suggested that we contact Petawawa Electric as they are now doing

some of this type of pole installations/set-up. A separate visit to each site would be required with the chosen Contractor in order to finalize the exact location and estimated cost.

4) Based on this most recent visit (without the snow cover) the following are my findings (going west to east):

i) Dunlop Crescent (west end entrance): Use the existing transformer across the highway, come overhead to the new pole ensuring sufficient height over the highway for clearance of traffic/transport. The new pole may need to be a tall one to clear the traffic, and an anchor may be needed; Based on the recent visit it was thought that perhaps instead of drilling into the rock it may be advantageous to have the Contractor build a rock crib to secure the pole, and anchors and shields would be needed. Also, it was noted that perhaps rather than crossing the highway it might be possible to come off the pole that is further west but on the same (north) side of the highway, although it looks to be an older pole and would have to be replaced i.e. more costs could be incurred.

The unknown is whether this intersection with Highway 17 will be closed off in which case this site would not require a light to be installed.

ii) McIsaac Road: The location would now have to be on the east side of the entrance as on the west side there is a culvert and an extensive rock covered ditch. A transformer would be required and the connection would have to be made overhead which may also require an anchor on the lamp pole; No changes proposed although when it comes the choosing of priorities expected traffic volume for this location needs to be considered versus other possible sites.

iii) Jennings Road: There is still the need for a transformer and likely a new pole, although (depending on the cost) it might be beneficial to go underground to the lamp pole as there is a possibility of interference with overhead connection to the lamp pole and existing power across the highway, and overhead connection may require an anchor; It was felt that underground was the best way to provide power for this site to avoid any possible interference with the line that crosses the highway. This would be an easy installation in that the terrain is all sand even though the line would have to go under Jennings road.

iv) Mackey Creek Road: Installation would be from an existing pole (with new transformer) and consider going underground to ensure no need for an anchor post and not to be a factor for the obvious ATV path; Again, it was felt that underground was the best way to avoid interference with local ATV traffic and this would also be an easy installation in that the terrain appears to be all sand. The group felt that Jennings road and Mackey Creek road would be good to have as a combined top priority due to expected traffic volume, similarity in construction/installation needs and being this close together geographically would make it efficient for the Contractor and therefore less expensive.

- v) Boudreau Road: This would be the easiest installation (although the lamp pole would be on the east side of the roadway) as an underground connection could be made to the pole close by to Wayne Clouthier's garage. On the west side of the road there is a high potential for conflict with the snow plow path and ATV traffic. This would be the easiest installation due to the already existing secondary power, although this is clearly the lowest priority from a safety perspective; No change here other than to reinforce that this site is the lowest priority from a safety perspective with the straight road and long distance to see the intersection from both ways.

 - vi) Harvey Creek Road: This is a change from the previous plan in that power would have to come from an existing pole on the other side of the highway. A new transformer would be needed) which could lead to an additional encroachment fee) and the overhead line would need to be sufficiently high to clear traffic i.e. a tall pole would likely be needed, and perhaps an anchor. No change needed at this site, and the planned location would not be impacted by any possible future 'relocation' work on Harvey Creek road which would be farther in from the highway.
- 5) I have placed a flag with yellow and red flagging tape at each suggested location however Jodi Ross advised that MTO have clear directives on distance from center line of the highway as well as distance from the closed paved edge of the township roads for the placement of these lamp poles. This information needs to be obtained from MTO and then we need to revisit the placement of the proposed poles. At that point photos taken to go with the applications for the individual Encroachment permit. If we have this information from MTO we could confirm the exact pole locations during the planned road visit of September 10th. I have already taken photos of each site, however I will keep them at this time until the proposed locations are confirmed as correct.
- 6) Actions going forward (based on input from Jodi Ross) are:
- a) Determine exact pole proposed location based on MTO distance regulations Note that I did leave a voice mail request with Kumar for the specified distances, but did not hear back from him with that information;
 - b) Visit the site with the Contractor (who apparently are quite busy, and this action may take a longer time than we have) to review the plan and get estimates for each site;
 - c) Contact Hydro (BCC section) to get an approved layout; and
 - d) Finally apply to MTO for the individual encroachment permits.

United Townships of Head, Clara & Maria Council

Request for Decision

Type of Decision									
Meeting Date	Wednesday, September 22, 2021				Report Date	Wednesday, September 15, 2021			
Decision Required	X	Yes		No	Priority		High	X	Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed
Report #21/09/22/1002- Re-opening of Municipal Hall									

Subject: Re-opening of Municipal Hall

Recommendation: That Council review the information below and defer re-opening the municipal hall until a proper safety plan can be approved by Council.

Background/Executive Summary:

There have been inquiries and requests concerning re-opening the municipal hall for recreational and fundraising purposes. Fundraising initiatives by local groups have made significant contributions to the community.

Ontario Reg. 364/20 under the Reopening Ontario (A Flexible Response to COVID-19) Act, 2020, S.O. 2020, c. 17 sets out the guidelines in which community centres and multi-purpose facilities may open to allow space to be used for any purpose. In our particular circumstance, the following guidelines must be adhered to in consideration of re-opening the municipal hall.

- The total number of members of the public permitted to be in the facility at any one time must be limited to 50 per cent of the capacity of the facility while maintaining a physical distance of at least two metres from every other person in the indoor area of the facility.
- Every attendee must wear a mask or face covering, unless they are entitled to any of the exceptions set out in subsection 2 (4) of Schedule 1.
- The person responsible for the facility must record the name and contact information of every member of the public who enters the facility and maintain the records for a period of at least one month (after September 22 proof of vaccination is required).
- The person responsible for the facility must actively screen individuals who enter the facility in accordance with the advice, recommendations and instructions of the Office of the Chief Medical Officer of Health before they enter the facility.
- Prior to permitting any participants in an organized event, the facility must ensure a safety plan has been outlining the measures and procedures which have been or will be implemented in the business to reduce the transmission risk of COVID-19.

It is staff's recommendation that a proper safety plan be created and approved by Council before allows any bookings or re-opening of the municipal hall. If/ when Council does re-open the municipal hall, staff recommends and requests that they have the authority to revoke any bookings or access to the hall in response to concerns of increased risks of COVID-19 without having to first wait for an upcoming meeting of Council; as circumstances surrounding COVID-19 can change on a day-by day basis. We look forward to a time that the public is able to use the facilities; but only in manner that is safe for all.

Financial Considerations/Budget Impact:
No significant budget impacts at this time.

Enclosures:

Approved and Recommended by the Clerk

Crystal Fischer,
Clerk/Treasurer

HCM Clerk-Treasurer

From: Debbi Grills
Sent: September 13, 2021 11:24 AM
To: HCM Clerk-Treasurer
Subject: Notice of Motion for September Council meeting agenda

Notice of Motion - to amend the Procedural Bylaw to include the following First Nations 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 thousand of years.

Mayor Debbi Grills
The United Townships of Head, Clara & Maria
613-586-2526
d.grills@headclaramaria.ca

Head, Clara & Maria Policies and Procedures			
DEPARTMENT: Finance			POLICY #: F-02
POLICY NAME: Cash Handling Policy			
DATE:	REV. DATE: September 2021	APPROVED BY:	PAGE #: 1 of 5

PURPOSE

To provide direction for ensuring proper controls over all revenue sources and types of receipts by properly safeguarding, depositing and recording funds.

POLICY

This Policy sets out good business practices for handling cash and cash receipts. The establishment of strong internal controls for cash collections is necessary to prevent mishandling of funds and to safeguard against loss. All Departments that handle cash must have an awareness of, and show a commitment to, strong internal controls for cash management. All staff are responsible for establishing and maintaining the proper environment for internal controls.

DEFINITIONS:

For the purposes of this policy "cash" will include:

- Currency – Canadian dollar denominations – i.e. Coins, dollars, Money Orders, Bank Drafts, Certified cheques & Cheques
- Foreign Currency – i.e. U.S. Dollars, Cheques, Money Orders & Bank Drafts

SCOPE

This policy applies to all Departments and all staff whose duties involve receipting, handling and/or processing of cash and cash receipts of any type.

GUIDELINES

1. All payments should be secured and added to the current deposit sheet and/or processed within 24 hours of receipt and deposited within a timely manner.
2. The deposit sheet will only include one page for each deposit.
3. Un-deposited receipts should be adequately safeguarded and stored in a secure device and location, such as a safe or locked area.

Head, Clara & Maria Policies and Procedures			
DEPARTMENT: Finance			POLICY #: F-02
POLICY NAME: Cash Handling Policy			
DATE:	REV. DATE: September 2021	APPROVED BY:	PAGE #: 2 of 5

4. Documentation for each transaction may be generated manually (receipt form) or through the use of a cash receipts that will provide detailed and/or summary information.
5. Where practical, use automated systems (deposit sheet or cash receipts) to increase cash processing efficiency to provide more detailed support for reconciliations and provide an audit trail.
6. Each individual cash drawer be reconciled at end of a shift, documented, signed off by the responsible cashier(s) and drawer to be secured in a locked location.
7. Segregate duties between collection, recording, reconciliation and deposit processes.
8. Daily reconciliation and counting of receipts should be done away from public view, in a secure area. 911/TREASURY/Policy for Cash Handling/Nov 2015 Page 2
9. Cashier(s) are obligated to report overages and shortages on the daily cash balance reports. Significant overages or shortages should be brought to the attention of the Treasurer or Supervisor.
10. During the monthly bank reconciliation, the revenue deposited will be reconciled with the revenue recorded in the General Ledger (G/L) and any discrepancy will be followed up with the originating Department.
11. All cash should be counted by the cashier and verified by the treasurer/supervisor, if possible. Both individuals should sign off on a cash count sheet.

Security Controls - Cash Drawers, Safes & Lock Boxes:

1. Access to cash drawers should be limited to the cashier collecting the cash and/or the treasurer and manager.
2. Assign responsibility to the cashier for ensuring the security of the cash drawer after each use.
3. Where possible, cash drawers should not be visible to the general public.
4. Require periodic withdraw of cash by the cashier during the days of large collections to ensure the amount of cash in drawer does not become excessive. Utilize drop safe where appropriate, or otherwise ensure cash that is withdrawn is in a secure location.
5. Where possible, cashiers should have access to a security alarm or buzzer that would alert management or security personnel of robberies or any other threatening activities.

Head, Clara & Maria Policies and Procedures			
DEPARTMENT: Finance			POLICY #: F-02
POLICY NAME: Cash Handling Policy			
DATE:	REV. DATE: September 2021	APPROVED BY:	PAGE #: 3 of 5

6. At end of day, ensure cash drawer is locked and secured in a safe secure area.
7. Any un-deposited cheques or cash will be stored in a secure facility at the end of each business day.
8. Safes and lock boxes must be kept in a secure area and shall be locked at all times when unattended.
9. Only limited staff shall have safe combinations or keys to lock boxes where funds are being locked for safekeeping.

Processing Cheques, Money Orders, and Bank Drafts:

Staff may accept cheques only when the cheque is made payable directly to Head, Clara and Maria Townships.

Upon receipt of cheques, money orders or bank drafts the receiver must:

1. Ensure the date, amount and payee are correct and that the cheque is signed by the patron.
2. All cheques should be endorsed on the back of the cheque with the Head, Clara and Maria's deposit stamp.

Cash Loss

1. Staff is expected to take reasonable precautions not to lose funds in their care, and not to accept counterfeit funds. However, during the course of the daily reconciliation of cash to the revenue, shortages can occur. Depending on the value and reason for the cash loss, the following shall occur:
 - a) Cash loss identified as a cash shortage. Include cash discrepancies due to clerical errors, cash mishandling, loss of deposits, deposit not equal to cash identified at the bank.
 - b) Cash shortages which are identified by the Department should be recorded on the revenue sheet with a clear explanation.
 - c) If the cash shortage is identified by Finance staff or the bank, staff will investigate, notify the cashier, and make the appropriate journal entry to record the shortage.

Head, Clara & Maria Policies and Procedures			
DEPARTMENT: Finance			POLICY #: F-02
POLICY NAME: Cash Handling Policy			
DATE:	REV. DATE: September 2021	APPROVED BY:	PAGE #: 4 of 5

d) Cash loss as a result of missing funds or theft must be reported directly to the Treasurer/Manager for further investigation.

Segregation of Duties:

1. Persons collecting cash should not have any other responsibilities related to cash handling. Cash receipting functions should also be segregated from cash disbursement functions.
2. A different person should be involved in each step of the process:
 - a. Billing
 - b. Cash collecting/receipting
 - c. Cash counting
 - d. Cash depositing
3. Reconciliation if there are not enough people to segregate the collecting, depositing and reconciling functions (a minimum of two staff are required).

Responsibilities Staff:

1. Receiving funds on behalf of the municipality;
2. Adhere to this policy and all administrative procedures; and
3. Maintain records for audit.

Management:

Establish an effective internal control system which includes:

1. Delegate responsibility for cash handling duties;
2. Maintain proper segregation of duties;
3. Require that staff handling cash be properly trained;
4. Require that staff follow all cash handling and depositing policies and procedures;
5. Review receipts and reconciliations on a regular basis;
6. Specify the actions to be taken by management based on the dollar amount and/or frequency of overages and shortages; 7. Investigate unusual variations in revenue.

Head, Clara & Maria Policies and Procedures			
DEPARTMENT: Finance			POLICY #: F-02
POLICY NAME: Cash Handling Policy			
DATE:	REV. DATE: September 2021	APPROVED BY:	PAGE #: 5 of 5

Finance:

1. Monitor deposits to ensure cash is being deposited;
2. Perform timely bank account reconciliations and investigate any discrepancies between internal records and the bank's records;
3. Perform trend analysis of cash deposits and activity levels, which may identify anomalies or potential fraud;
4. Manage services to ensure safe delivery of funds to the bank.

Compliance:

In cases of policy violation, the Municipality may investigate and determine appropriate corrective action.

Head, Clara & Maria Policies and Procedures			
DEPARTMENT: Administration			POLICY #: A-03
POLICY NAME: Donations Policy			
DATE:	REV. DATE: September 2021	APPROVED BY:	PAGE #: 1 of 2

PURPOSE

To provide guidelines on how to maintain high standards and professionalism in donation and fundraising programs and to set rules and guidelines for a donor recognition program.

POLICY

A. Donations

1. The Council of the United Townships of Head, Clara & Maria is committed to providing the services that its residents demand.
2. In order to reduce sole dependence on the tax base, this Council deems it appropriate to supplement the raising of revenues through grant applications, donations and fundraising.
3. Donations may be received by the Treasurer who will issue a tax receipt in return as a not-for-profit organization.
4. Donors may direct where they would like to see their contributions go to a certain extent however; the final decision will be Council's as per current budget and priorities.

B. Fundraising

1. Council wishes to participate in non-aggressive fundraising activities to supplement grants, donations and taxation.
2. Fundraising programs will be initiated and implemented by staff.
3. Fundraising priorities will be set by Council on an annual basis and will mainly focus on capital purchases or special events such as Canada Day Celebrations.

C. Donor Recognition

1. To provide recognition and appreciation to donors in a cost effective, appropriate and consistent manner.
2. To stimulate interest and support among potential donors.
3. Specific donor recognition programs will be implemented by staff.

Guidelines

1. Responsibility for the general administration of the Fundraising, Donation and Donor Recognition Policy rests with the Clerk and may be delegated to other staff.
2. Council will annually provide a list of priorities on which to spend donations and funds raised through specific programs.

Head, Clara & Maria Policies and Procedures			
DEPARTMENT: Administration			POLICY #: A-03
POLICY NAME: Donations Policy			
DATE:	REV. DATE: September 2021	APPROVED BY:	PAGE #: 2 of 2

3. The extent of recognition afforded donors shall be in proportion to the value of the contribution, compatible with Municipal standards and consistent on a department to department basis.
4. Donor recognition shall equitably acknowledge the support of governments, foundations, corporations and private donors.
5. The Municipality will respect a donor's preference for low profile or anonymity.
6. Donor recognition programs shall, to the extent feasible, highlight the benefits to the community and the end-users, notably the residents of Head, Clara & Maria.
7. An amount not to exceed one per cent of all donations shall be allocated to donor recognition programs.
8. Expenses to be covered include cost of donor honour rolls, wall plaques, web sites, certificates, receptions, pins, newsletters, etc.

DEFINITIONS

A donation or gift is a voluntary transfer of property without valuable consideration. A gift is made in any circumstance where all three of the conditions listed below are satisfied.

- Some property - cash, stocks and bonds, gifts-in-kind, land, etc. - is transferred by a donor to The Corporation of the United Townships of Head, Clara & Maria.
- The transfer is voluntary. Any legal obligation on the donor would cause the transfer to lose its status as a gift.
- The transfer is made without expectation of return.



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

BY-LAW NUMBER 2021-40

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

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

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

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

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

AND FURTHER THAT this authorization is valid until the end of September 2022.

READ a first and second time this 22nd day of September, 2021.

READ a third time and passed this 22nd day of September, 2021.

MAYOR

CLERK

