



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

**Minutes of September 22, 2021**

Minutes of a regular meeting of Council held on Wednesday, September 22 2021 at 1:00 p.m.

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

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

**Staff:** Crystal Fischer, Clerk/ Treasurer, members of the public (virtually)

**Absent/Regrets:**

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

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

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

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

Resolution No.: 22/09/21/001

Moved by Councillor Allen and seconded by Councillor Dowser

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

5.1 Deputation – Mr. Ken Laird;

Defeated

Recorded Vote		
Allen, B	Yea <u> x </u>	Nay <u> ___ </u>
Dowser, C	Yea <u> x </u>	Nay <u> ___ </u>
Grills, D	Yea <u> ___ </u>	Nay <u> x </u>
Kelly-Chamberlain, F	Yea <u> ___ </u>	Nay <u> x </u>
Villeneuve, E	Yea <u> ___ </u>	Nay <u> x </u>

5. **DEPUTATIONS/PRESENTATIONS** -none

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

Resolution No.: 23/07/21/002

Moved by Councillor Kelly-Chamberlain and seconded by Councillor Dowser.  
**BE IT RESOLVED THAT** the minutes of July 23, 2021 be accepted as amended.  
Carried Unanimously

## 7. CORRESPONDENCE & PETITIONS

**Petitions** - none

### Correspondence

i. National Day for Truth and Reconciliation- AMO

Resolution No.:22/09/21/003

Moved by Councillor Kelly-Chamberlain and seconded by Councillor Allen

**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 Council of The United Townships of Head, Clara and Maria 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.

Deferred

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

- Report 21/09/22/801 – Mayor Debbi Grills

## 9. STAFF REPORT - none

## 10. UNFINISHED BUSINESS

- Report 21/09/22/1001 – PWAG Recommendations

Resolution No.: 22/09/21/004

Moved by Councillor Dowser and seconded by Councillor Villeneuve

**WHEREAS** the Clerk was directed to bring the PWAG's recommendations to Council for review and approval, as listed in Report 21/09/22/1001;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara and Maria does hereby approve recommendations from the Public Works Advisory Group which include:

~~Installation of street lights at priority intersections as per the provided report;~~

No further action be taken regarding changes to Harvey Creek Road;

Consideration of using recycled material to hard top some roads, similar to what has been done in Deux Rivieres; and

Removal of trees between the Mackey Boat Launch and the highway to increase visibility (MTO).

Carried Unanimously

Resolution No.: 22/09/21/011

Moved by Councillor Allen and seconded by Councillor Villeneuve

**BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara and Maria does hereby direct staff to receive a quote for installation of street lights at Mackey Creek Road and Jennings Road at Highway 17.

Carried

Recorded Vote		
Allen, B	Yea <u> x </u>	Nay <u> ___ </u>
Dowser, C	Yea <u> ___ </u>	Nay <u> x </u>
Grills, D	Yea <u> x </u>	Nay <u> ___ </u>
Kelly-Chamberlain, F	Yea <u> x </u>	Nay <u> ___ </u>
Villeneuve, E	Yea <u> x </u>	Nay <u> ___ </u>

Moved by Councillor Dowser and seconded by Councillor Allen

**WHEREAS** requests have been made in consideration of re-opening the municipal hall for fundraising and recreational purposes;

**AND WHEREAS** Covid-19 cases are on the rise and there is still a major concern regarding public safety;

**THEREFORE BE IT RESOLVED THAT** Council does hereby defer the re-opening of the municipal hall for fundraising and recreational purposes until a Safety Plan can be created and approved by Council.

Carried Unanimously

11. **ADDENDUM (NEW BUSINESS)** - none

12. **NOTICE OF MOTION**

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.

### 13. POLICY AND PROCEDURE REVIEW

- **By-Law 2021-38 Cash Handling Policy**

Resolution No.: 22/09/21/006

Moved by Councillor Kelly-Chamberlain and seconded by Councillor Villeneuve

**WHEREAS** Council has received and provided input on the updated #F-02 Cash Handling Policy;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Township of Head, Clara and Maria does hereby adopt #F-02 Cash Handling Policy as amended at the Council meeting on September 22, 2021;

**AND FURTHER MORE THAT** all previous versions of the Cash Handling Policy be repealed, effective September 22, 2021.

Carried Unanimously

- **By-Law 2021-39 Donations Policy**

Resolution No.: 22/09/21/007

Moved by Councillor Dowser and seconded by Councillor Allen

**WHEREAS** Council has received and provided input on the updated #A-03 Donations Policy;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Township of Head, Clara and Maria does hereby adopt #A-03 Donations Policy as presented at the Council meeting on September 22, 2021;

**AND FURTHER MORE THAT** all previous versions of the Donations Policy be repealed, effective September 22, 2021.

Carried Unanimously

### 14. BY-LAWS

- **By-Law #2021-40 Borrowing By-Law**

Resolution No.: 22/09/21/008

Moved by Councillor Dowser and seconded by Councillor Kelly-Chamberlain

**WHEREAS** By-Law # 2021-40 being a by-law for the purpose of authorizing the municipality to incur indebtedness as a credit card holder is presented to Council for approval;

**THEREFORE BE IT RESOLVED THAT** By-Law 2021-40 be read a first, second and third time and passed this 22nd day of September 2021.

Carried Unanimously

**15. QUESTIONS AND ANSWERS**

Council to send the Clerk dates in the upcoming 6-8 weeks that they are unavailable in order to book dates for Emergency Management training, Committee of the Whole meeting, Community Partners Meeting for auto-extrication.

Council honorariums are due this Friday September 24, 2021.

Council package to be printed in in letter size paper only.

Policies to be emailed to Council beforehand or provided the meeting before it is to be on the agenda.

Clerk to investigate taxes being removed from honorariums.

**16. CONFIRMATION OF PROCEEDINGS**

Resolution No.: 22/09/21/009

Moved by Councillor Dowser and seconded by Councillor Kelly-Chamberlain

**BE IT RESOLVED THAT** By-Law 2021-41 being a by-law to confirm proceedings of the Council of the United Townships of Head, Clara & Maria at its meeting held on Wednesday, September 22, 2021 be read a first time short and passed.

Carried Unanimously

**17. ADJOURNMENT**

Resolution No.: 22/09/21/010

Moved by Councillor Villeneuve seconded by Councillor Allen

**BE IT RESOLVED THAT** this meeting adjourn at 2:55 p.m. to meet again on Thursday, October 21, 2021 at 2:55 p.m.

Carried Unanimously

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**MAYOR**

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**CLERK**



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

A Regular Meeting held on **2021, June 7** was called to order at 1:00 p.m.

### 1. Roll Call

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

### 2. Pecuniary Interest: None

### 3. Approval of Agenda:

**Resolution #1:** Moved by Betty Condie, Seconded by Catherine Sutherland. Be it resolved that the agenda for June 2021 be accepted as presented. CARRIED

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

**Resolution #2:** Moved by Betty Condie, Seconded by Fran Kelly Chamberlain. Be it resolved that regular minutes for March 23, 2021 be accepted as presented. CARRIED

### 5. Business Arising from the Minutes:

#### Fundraising –

**Can/Bottle Drive** The can/bottle drive is working well. Many people are separating their donations from their other recycling. We are seeing a steady increase in participants

**Plant Sale** – Last date for Betty's plant sale will be June 19<sup>th</sup> and the price will be gradually reduced to \$1.00 per container

**Printer Issues** – Printer purchase as well as pricing was discussed with a decision made to wait for August 'back to school sales' to make a purchase.

### 6. Report of the CEO: absent

### 7. Report of The Chair: Baby books and Library Cards – “Good Night Moon” Board Book was given to Claire Allen along with a library card. “Little Blue Truck” board book was given to Drift Antler along with a library card. The faulty hard drive on the cataloging computer was replaced

8. **Financial Reports:** None to review.
9. **Correspondence:** None to review.
10. **Policies: Review** Deferred until September
11. **New Business: Renovations** On hold pending further information  
**Library website** – On hold pending further information
12. **Report of the Projects:** Jim's report on the Bottle/can drive - .According to Jim's records, we have brought in \$ \$2491.35. That is \$35.59 per day from March 24<sup>th</sup> to June 2<sup>nd</sup>.
13. **Questions and Answers:**
14. **Adjournment** *Resolution #3* : It was moved by Fran Kelly-Chamberlain. Seconded by Catherine Sutherland that the meeting adjourn at 2:30 p.m. to meet again on September 8<sup>th</sup> at 10:00 a.m.





Department of Corporate Services  
1593 Four Mile Creek Road  
P.O. Box 100, Virgil, ON L0S 1T0  
905-468-3266 • Fax: 905-468-2959

[www.notl.org](http://www.notl.org)

October 4, 2021

**SENT ELECTRONICALLY**

Premier Doug Ford - [doug.fordco@pc.ola.org](mailto:doug.fordco@pc.ola.org)  
Ontario Minister of Health Christine Elliott - [christine.elliott@pc.ola.org](mailto:christine.elliott@pc.ola.org)  
Dave Smith, MPP Peterborough-Kawartha - [dave.smith@pc.ola.org](mailto:dave.smith@pc.ola.org)  
David Piccini, MPP Northumberland-Peterborough South - [david.piccini@pc.ola.org](mailto:david.piccini@pc.ola.org)  
Laurie Scott, MPP Haliburton-Kawartha Lakes-Brock - [laurie.scott@pc.ola.org](mailto:laurie.scott@pc.ola.org)  
Ontario Association of Optometrists - [oaoinfo@optom.on.ca](mailto:oaoinfo@optom.on.ca)

**RE: OHIP Eye Care Resolution**

Please be advised the Council of The Corporation of The Town of Niagara-on-the Lake, at its regular meeting held on September 30, 2021, approved the following resolution:

*WHEREAS routine eye care is critical in early detection of eye diseases like glaucoma, cataracts, and macular degeneration, and the health of eyes is critical to overall health and quality of life; and Whereas conditions that may be detected with an annual eye exam include Diabetes mellitus, Glaucoma, Cataract, Retinal disease, Amblyopia (lazy eye), Visual field defects (loss of part of the usual field of vision), Corneal disease, Strabismus (crosses eyes), Recurrent uveitis (an inflammation of the uvea, the middle layer of the eye that consists of the iris, ciliary body and choroid), Optic pathway disease; and*

*WHEREAS payments from OHIP have only increased 9% over the last 30 years, which has not come close to matching inflation of costs (which include rent, staff, utilities, equipment, taxes and supplies); and*

*WHEREAS the lack of funding makes it difficult to invest in modern technology, and newer technology means earlier detection of eye disease; and Whereas the Provincial government's refusal to formally negotiate with Optometrists for more than 30 years has forced the Optometrists to absorb approximately 173 Million dollars annually in the cost to deliver eye care to Ontarians; and*

*WHEREAS the 2021 Ontario Budget did not address OHIP-insured eye care, Ontario Optometrists took action and voted to withdraw OHIP services starting 2 September 1, 2021, unless the government agrees to legally-binding negotiations to fund these services at least to the cost of delivery; and*

*WHEREAS this job action will jeopardize good eyecare for those who need the care of an optometrist the most and will have the greatest impact on the most vulnerable groups. Children, who's lifetime ability to learn and develop depends on good vision and to the elderly, who are at the greatest risk for vision threatening ocular diseases;*

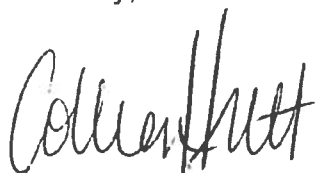
*NOW THEREFORE, be it resolved that the Municipality of Niagara-on-the-Lake requests that the Provincial government recognize the value that access to quality eye care brings to all Ontarians and act now to protect it;*

*AND FURTHER that the Provincial government address the OHIP-insured eye care immediately and enter into legally-binding negotiations with Ontario Optometrists to fund these services at least to the cost of delivery, prior to any job action taking place;*

*AND FURTHER that a copy of this resolution be forwarded to Premier Ford, Ontario Minister of Health Christine Elliot, MPP Dave Smith, MPP David Piccini, MPP Laurie Scott, to the Ontario Association of Optometrists, and to all municipalities in Ontario.*

If you have any questions or require further information, please contact our office at 905-468-3266.

Sincerely,

A handwritten signature in black ink, appearing to read "Colleen Hutt". The signature is written in a cursive, flowing style.

Colleen Hutt  
Acting Town Clerk

c.c. Ontario Municipalities



## MUNICIPALITY OF SHUNIAH

420 Leslie Avenue, Thunder Bay, Ontario P7A 1X8  
Phone: (807) 683-4545 Fax: (807) 683-6982  
www.shuniah.org

October 4, 2021

Right Honourable Justin Trudeau  
Prime Minister of Canada  
Office of the Prime Minister  
80 Wellington Street  
Ottawa ON K1A 0A2  
Via Email

Dear Prime Minister Trudeau,

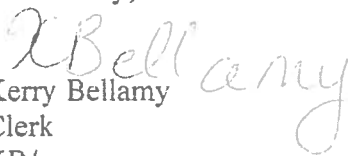
**RE: Support Resolution – motion M-84 Anti-hate Crimes and Incidents and Private Member’s Bill - C 313 Banning Symbols of Hate Act.**

Please be advised that, at its meeting on September 14, 2021, the Council of the Municipality of Shuniah resolved as follows:

That Council hereby supports the resolution from the City of Kitchener regarding the motion M-84 Anti-hate Crimes and Incidents and Private Member’s Bill - C 313 Banning Symbols of Hate Act, dated July 12, 2021.

A copy of the above noted resolution is enclosed for your reference and consideration. We kindly request your support and endorsement for the motion M-84 Anti-hate Crimes and Incidents and Private Member’s Bill - C 313 Banning Symbols of Hate Act.

Yours truly,

  
Kerry Bellamy  
Clerk  
KB/as

Cc: Hon. Minister Steve Clark – Minister of Municipal Affairs  
Hon. Minister Parm Gill - Minister of Citizenship and Multiculturalism  
Patty Hajdu (Thunder Bay- Superior North) MP  
Marcus Powlowski (Thunder Bay-Rainy River) MP  
Michael Gravelle (Thunder Bay- Superior North) MPP  
Judith Monteith-Farrell (Thunder Bay-Atikokan) MPP  
Federation of Canadian Municipalities (FCM)  
Association of Municipalities of Ontario (AMO)  
All Ontario Municipalities



MUNICIPALITY OF SHUNIAH

# COUNCIL RESOLUTION

Resolution No.: 297-21

Date: Sep 14, 2021

Moved By: 

Seconded By: 

THAT Council hereby supports the attached resolution from the City of Kitchener resolution regarding a motion M-84 Anti-hate Crimes and Incidents and Private Member's Bill C 313 Banning Symbols of Hate Act, dated July 12, 2021; and

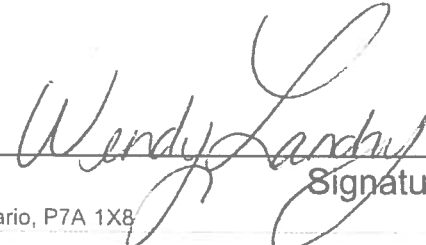
BE IT RESOLVED that a copy of this resolution be forwarded to the Premier of Ontario Honourable Justin Trudeau, Ontario Minister of Municipal Affairs Steve Clark, Minister of Citizenship and Multiculturalism Parm Gill, local MP's and MPP's, to the Federation of Canadian Municipalities, to the Association of Municipalities Ontario, and all other Ontario municipalities.

Carried

Defeated

Amended

Deferred

  
Signature

Municipality of Shuniah, 420 Leslie Avenue, Thunder Bay, Ontario, P7A 1X8

## HCM Clerk-Treasurer

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**From:** Stephanie Reeder <[REDACTED]>  
**Sent:** October 1, 2021 2:04 PM  
**To:** HCM Clerk-Treasurer  
**Subject:** FW: SALE and EASEMENT - Stonecliffe Waste Disposal Site  
**Attachments:** 14-5165.pdf

Hi Crystal,

As we discussed last week, we finally have *some* movement with the Stonecliffe property. As you will see from Mary's email below, she requires me to confirm the survey areas and then the Township will be able to proceed with the purchase of the landfill and buffer, and an easement for the CAZ. I will cc you on that correspondence.

The not great news is that the portion of the landfill that is in Lot 22 is not yet sorted out. Once we receive contact details from Mary, we will MGCS and see what can be done regarding the small portion land. Regardless, the land use permit will remain in effect for those lands for the time being.

We will be in touch as information becomes available.

Take care and have a nice weekend.  
Stephanie

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**From:** Lyons, Mary (NDMNR) <[REDACTED]>  
**Sent:** September 27, 2021 2:17 PM  
**To:** Stephanie Reeder <[REDACTED]>  
**Subject:** SALE and EASEMENT - Stonecliffe Waste Disposal Site

Hi Stephanie,  
Here is a bit more detail about the next steps regarding the disposition of the Stonecliffe Waste Disposal site (the WDS) in the Geographic Township of Head.

The Ministry of Northern Development, Mines, Natural Resources and Forestry (NDMNR) has decided to proceed with the disposition of the part of the WDS occupying Lots 20 and 21, Concession 11, Geographic Township of Head as per its authority under the *Public Lands Act*.

The fill and buffer areas will be sold, while the attenuation zone will be covered by an easement.

As per current ministry policy, it will be my recommendation that the ministry sell the fill and buffer areas in Lots 20 and 21 for a one-time administrative fee of \$1000.00 (as per offer back in 2000) and grant an easement for the portion of the attenuation zone in Lots 20 and 21, also at a one-time administrative fee of \$1000.00.

The current Land Use Permit authorizing the WDS will be cancelled. A new permit for the portion of the site in Lot 22, Con 11 will be issued at an adjusted fee.

The municipality will be required to contact the Ministry of Government and Consumer Services (MGCS) to discuss the portion of the site on Lot 22, Concession 11 that is real property owned by them.

I am working on providing you with a contact for MGCS.  
Please copy me on your initial correspondence with MGCS.

Records with the Office of the Surveyor General indicate that the survey plan prepared by Adam Kasprzak for Lots 20 and 21, Con 11(attached) was updated in 2015 and approved for deposit at that time, however it was not deposited.

Can you confirm that the attached 10 part plan shows the fill area, buffer zone and attenuation zone as follows:

- Part 9 = the waste fill area and 30m buffer zone that would be sold,
- Parts 1, 2, 3, 4, 5 6, 7 8 and 10 = attenuation zone that would be covered by easement,
- Parts 3 and 6 = portions of a travelled road that would remain open to public use,
- The Canadian Pacific Railway and Road Allowance are not part of the plan.

If you can confirm the above, then I will ask the OSG whether or not it is still acceptable for deposit as is.

I will contact Adam and you when I have that information.

I hope this helps explain the new approach.  
Let me know if there are any questions or concerns.  
Thanks,

m  
Mary-Alice Lyons  
Lands & Waters Technical Specialist

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**Ministry of Northern Development, Mines, Natural Resources and Forestry (NDMNRF)**

Pembroke District  
31 Riverside Drive, Pembroke, ON, K8A 8R6

[MaryLyons@ontario.ca](mailto:MaryLyons@ontario.ca)



Tel: 613-504-2313 | Fax: 613-732-2972

As part of providing accessible customer service, please let me know if you have any accommodation needs or require communication supports or alternate formats.

*"In order for us to serve you better, please call ahead and make an appointment with our staff"*







## HCM Clerk-Treasurer

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**From:** EA Modernization (MECP) <~~EA.Modernization.MECP@ontario.ca~~>  
**Sent:** October 8, 2021 4:55 PM  
**To:** EA Modernization (MECP)  
**Cc:** Lashbrook, Ross (MECP); Cross, Annamaria (MECP); Cross, Annamaria (MECP)  
**Subject:** EA Modernization: Clarifying the authority to change the classes of projects that follow a class environmental assessment process

Hello:

I am writing to let you know about a minor amendment that is being proposed to the *Environmental Assessment Act* to support the ministry's environmental assessment modernization initiative.

The *Environmental Assessment Act* includes authority to amend a class environmental assessment (Class EA) by Minister's amendment or by regulation. As part of our ongoing work to modernize the environmental assessment program, the ministry is proposing a minor amendment to the *Environmental Assessment Act* to clarify the authority to make changes to the types of projects that can follow a Class EA.

Projects that follow the Class EA process will still require consultation with Indigenous communities, stakeholders and the public, developing mitigation measures and documenting the findings in a report to protect and safeguard the environment.

### ***What is a class environmental assessment?***

A class environmental assessment is a document that sets out a standardized planning process for classes or groups of activities that are carried out routinely and have predictable environmental effects that can be readily managed. This process generally requires proponents to identify the problem or opportunity, consider alternative solutions and designs, consult with Indigenous communities and stakeholders, develop mitigation measures, and document the findings through a report.

### ***Why is this change being proposed?***

As part of our ongoing modernization efforts we are currently developing the regulation to set out the projects that would be subject to the comprehensive environmental assessment process (see ERO notice [019-2377](#)). In July 2021 we initiated consultation on a proposal that, if approved, would allow some electricity transmission lines that currently require an individual environmental assessment to follow a Class EA process (see ERO notice [019-3937](#)). There may be other projects that do not warrant an individual/comprehensive environmental assessment, which is the largest and most significant assessment, but should instead be subject to a Class EA. The proposed legislative amendment would clarify the authority to change the classes of projects that can follow a Class EA.

The proposed legislative amendment clarifies the existing broad authority that enables amendments to Class EAs. The amendment itself will not have any effect on the existing Class EAs. In the event that the authority is used to move a project type from an individual/comprehensive EA to a Class EA process, that proposed change would be consulted upon with Indigenous communities, the public and other impacted stakeholders.

Projects that follow the Class EA process will still require consultation with the public, stakeholders and Indigenous communities, developing mitigation measures and documenting the findings in a report to protect and safeguard the environment.

***How can I learn more and comment on this proposal?***

We are committed to seeking input from the public, stakeholders and Indigenous communities before allowing other project types to begin following the streamlined or Class EA process.

Please review the proposal and submit your comments via the Environmental Registry of Ontario ([019-4189](https://www.ero.on.ca)) or directly by e-mail to [EAmodernization.mcep@ontario.ca](mailto:EAmodernization.mcep@ontario.ca) by November 21, 2021.

Please do not hesitate to contact the ministry at [EAmodernization.mcep@ontario.ca](mailto:EAmodernization.mcep@ontario.ca) with any questions you may have at any time.

Thank you,

Annamaria Cross  
Director, Environmental Assessment Modernization Branch  
Ministry of the Environment, Conservation and Parks

**Ministry of Northern Development,  
Mines, Natural Resources and  
Forestry**

Policy Division

Director's Office  
Crown Forests and Lands Policy Branch  
70 Foster Drive, Suite 400  
Sault Ste. Marie, ON P6A 6V5

**Ministère du Développement du Nord, des  
Mines, des Richesses naturelles et des  
Forêts**

Division de la politique

Bureau du directeur  
Direction des politiques relatives aux stratégies  
et aux affaires autochtones  
300, rue Foster, 3e étage Nord  
Sault Sainte Marie, ON P6A 6V5



October 7, 2021

**Re: Proposed amendments to the Crown Forest Sustainability Act, 1994, Professional Foresters Act, 2000 and the Public Lands Act, Ministry of Northern Development, Mines, Natural Resources and Forestry included in the Supporting People and Businesses Act, 2021**

Greetings,

On October 7, the Minister of Economic Development, Job Creation and Trade introduced the proposed Supporting People and Businesses Act, 2021 in the Ontario Legislature. As part of this Bill, the Ministry of Northern Development, Mines, Natural Resources and Forestry (NDMNR) proposed legislative changes to three statutes. These proposed changes are intended to support the government's commitment to reduce regulatory burden on business, and modernize government to be simpler, faster, and more cost-effective, without compromising public health, safety and the environment. The proposed changes include the following:

**Crown Forest Sustainability Act, 1994**

Proposed amendments to the Crown Forest Sustainability Act, 1994 would enable streamlined authorizations for personal use harvesting, including fuelwood, building products and Christmas trees. These authorizations would be available once regulations are in place prescribing the terms and conditions that may apply to personal use harvesting. If these proposed amendments are enacted, the ministry will consult with the public, stakeholders and municipalities about any subsequent regulations proposed to implement them.

**Professional Foresters Act, 2000:**

Proposed amendments are intended to modify the scope of practice to better define what professional forestry is and reduce the overlap with other occupations (e.g., arborists, biologists).

## **Public Lands Act:**

The proposed amendments to the Public Lands Act would:

1. Provide the Minister explicit authority to set, charge, waive, change, or refund fees related to the management, use or disposition of public lands to provide for a more efficient approvals process.
2. Provide the Minister explicit authority to make public lands-related decisions that currently rest with the Lieutenant Governor in Council (LGIC) to reduce the time needed for approvals.
3. Prevent the loss of public lands without the Crown's consent and for less than fair market value due to adverse possession by third parties, including providing the Minister with any necessary related authorities.
4. Allow dispositions or transfers of lands bordering water bodies where less than 25 per cent of frontage would remain public land to support Indigenous community interests, land claim settlements, and local community and economic development. These proposed amendments are not intended to significantly increase dispositions along water bodies and the ministry will still be required to undertake any applicable environmental assessment process and fulfill the duty to consult obligations, should they arise, prior to making any individual land disposition decision.

If the proposed amendments are passed by the legislature, they would improve clarity, customer service and reduce unnecessary burdens, resulting in a more effective and less time-consuming approvals process.

Additional information on all the proposals is also provided in the Appendix.

These proposed changes appear in the Supporting People and Businesses Act, 2021 that is currently before the Legislature. The Legislature will determine the next steps associated with the Bill. The following link provides additional details on the status of the Bill ([Bill 13, Supporting People and Businesses Act, 2021 - Legislative Assembly of Ontario \(ola.org\)](#)).

In addition, details regarding the proposed amendments to the Crown Forest Sustainability Act, Professional Foresters Act and Public Lands Act are available on the Environmental Registry of Ontario (ERO) and on the Regulatory Registry. You can review the relevant bulletins/postings and provide comments using the following links:

## **Crown Forest Sustainability Act**

ERO: Proposed amendments to the Crown Forest Sustainability Act to Reduce Red-Tape for the harvest of Crown forest resources for personal use

Regulatory Registry: Proposed amendments to the Crown Forest Sustainability Act to Reduce Red-Tape for the harvest of Crown forest resources for personal use

## **Professional Foresters Act**

ERO: Proposed amendments to the *Professional Foresters Act*

Regulatory Registry: Proposed amendments to the *Professional Foresters Act*

## **Public Lands Act**

ERO: Amendments to the Public Lands Act to Support Red Tape Reduction

Regulatory Registry: Proposal to amend the Public Lands Act to support red tape reduction

If you have any questions or would like to arrange a meeting to discuss the proposals in further detail please contact Amanda McLachlan at [Amanda.Mclachlan@ontario.ca](mailto:Amanda.Mclachlan@ontario.ca) for Crown Forest Sustainability Act and Professional Foresters Act and please contact Josh Annett at [Josh.Annett@ontario.ca](mailto:Josh.Annett@ontario.ca) for Public Lands Act.

Sincerely,

***Original signed by***

Peter Henry  
Director, Crown Forests and Lands Policy Branch  
Policy Division

## Appendix: Additional Information on the Proposed Amendments

### Crown Forest Sustainability Act, 1994

NDMNR is proposing amendments to the Crown Forest Sustainability Act, 1994 to improve service delivery and save people time when seeking approval to harvest wood from Crown lands for personal use, such as firewood, building products and Christmas trees.

Currently, the licensing requirements to harvest Crown forest resources for personal, non-commercial use are the same as the licensing requirements for industrial or commercial use. The Ministry's proposed changes would distinguish authorization requirements for wood harvested from Crown lands for personal use from industrial/commercial use. This would make the approval process easier for clients, forest industry and government.

The proposed changes would if enacted by the Legislature, enable the ministry to:

- Streamline authorization requirements,
- Create clear and consistent program delivery across the province,
- Reduce administrative burden, staff time and effort for government,
- Improve access by making applications available online, and
- Remove burden of developing overlapping agreements for forest industry.

Before the proposed amendments could be implemented, regulations would be required prescribing the terms and conditions applicable to personal use harvesting.

If the proposed amendments are passed by the legislature, the Ministry will consult with the public, stakeholders and municipalities about any subsequent regulation proposals developed to implement them.

### Professional Foresters Act, 2000

The purpose of the Professional Foresters Act is to regulate the practice of professional forestry and provide the Ontario Professional Foresters Association (OPFA) the ability to govern its members in accordance with the Act, the regulation and the by-laws in order that the public interest may be served and protected.

In response to requests from the Ontario Professional Foresters Association, we are proposing changes to the PFA that would enhance the ability of the OPFA to provide oversight of its members by adding clarity to the practice of foresters, while limiting the potential impacts to other natural resource professionals (e.g., arborists) and municipal delivery of forest management programs and services.

## Public Lands Act

1. Shifting certain decision-making authority regarding public lands to the Minister of NDMNRF from the Lieutenant Governor in Council.

Most public lands related decisions rest with the Minister of NDMNRF, however, some are made by the Lieutenant Governor in Council through an Order in Council. The Order in Council process takes time and has resulted in delays for clients awaiting decisions. Providing the following authorities to the Minister would be consistent with most other Minister authorities for the planning, management, and dispositions of public lands under the *Act*:

- i. Setting apart areas of public lands for any purpose that will benefit research in and the management, use and administration of public lands and forests.
  - iii. Approving the disposal of public land to Ministry officers or employees (while meeting obligations set out in O. Reg. 381/07 regarding conflict of interest rules for public servants under the Public Service of Ontario Act).
  - iv. Releasing a habendum restriction in letters patent, (i.e., removing a restriction that the land must be used for a specific purpose, such as for school purposes).
  - v. Releasing a condition in an Order in Council which requires, where the management of public lands was transferred to the federal government, that the lands be returned to Ontario if the federal government is no longer using the land.
  - vi. Releasing other restrictions in letters patents (e.g., a requirement that Lieutenant Governor in Council provide approval for a landowner to sell their land).
2. Allowing limited exemptions from requirement for Minister to set apart public reserves on water bodies.

Section 3 of the Public Lands Act sets out that where 25 per cent or more of the frontage on a waterbody is public lands that the Minister shall set apart at least 25 per cent of the lands, to a depth determined by the Minister, for public recreation and access. On water bodies where less than 25 per cent of the frontage is public lands, all remaining public lands are to be set aside for such purposes.

The proposed amendments would provide certain exemptions to the Public Lands Act Section 3 requirements, and ensure that the following would not be prevented:

- i. Directing a disposition or ordering a transfer of control to implement an agreement with an Indigenous community. This may include transfers to the federal government to support land claims or additions to reserve or direct

- sales to an incorporated Indigenous community-run organization for community or economic development initiatives.
- ii. Ordering the transfer to the federal government (or its agencies) of control of public lands. In addition to land claims or additions to reserve the federal government may require public lands for infrastructure projects or for the creation of protected areas.
- iii. Ordering the transfer to other provincial ministries (or their agencies) of control of public lands. Provincial government ministries may require public lands for infrastructure projects or for expansion of protected areas.
- iv. Directing a disposition to a municipality. Municipalities may require lands to support community or economic development initiatives such as waterfront improvement (i.e., trails, tourism attractions).

This proposal for Public Lands Act Section 3 is not intended to significantly increase dispositions along water bodies and the ministry will still be required to undertake any applicable environmental assessment process and fulfill the duty to consult prior to making any individual land disposition or transfer decisions.

### 3. Preventing adverse possession of public lands through unauthorized use, possession, or occupation.

Individuals may obtain possessory title to public lands after 60 years of adverse possession (i.e., unauthorized tenancy or “squatting”). This prevents the Province from preserving public lands for uses including economic development and environmental protection, receiving fair value for lands through sale or lease, and the efficient settlement of Indigenous land claims. Further details include:

- i. Proposed changes to the Act would prevent any person from acquiring an interest in public lands through use, possession or occupation of the lands without permission from the Province (i.e., unauthorized tenancy or “squatting”).
- ii. Persons who can demonstrate possessory title to public land (60+ years of adverse possession) prior to any change being made would not be impacted.
- iii. The ministry would continue to process quit claim letters patent applications for persons in these circumstances.
- iv. The proposed changes would provide the Minister with the authority to correct registrations or deposits against public lands that have been made without the Province’s permission.



- v. Eliminating adverse possession would prevent limitations on the availability of land for exercising Aboriginal and treaty rights and settling land claims.
4. Clarifying Minister's authority to manage fees for all services, permissions, or decisions.

The proposed change clarifies that the Minister has explicit authority to set, charge, waive, change, or refund fees for all services, permissions or decisions related to the management, use or disposition of public lands. No new fees or changes to existing fees are being proposed or would result if this proposal is passed.

If the proposed changes to the legislation are enacted, the Ministry would update O.Reg.326/94 (Crown land camping permit) and O.Reg.975 (Work Permits) to ensure these regulations align with the changes made to the Public Lands Act.



## HCM Clerk-Treasurer

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**From:** MECP Land Policy (MECP) <~~MECP.LandPolicy@ontario.ca~~>  
**Sent:** October 13, 2021 2:37 PM  
**To:** MECP Land Policy (MECP)  
**Subject:** Decision on the Proposed Land Use Compatibility Guideline

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Good afternoon,

Ontario is committed to preventing negative impacts from conflicting land uses within communities, such as the effects of industrial noise and odour pollution on residential areas.

On May 4, 2021, Ontario proposed changes to the current land use compatibility guidelines (“D-Series guidelines”) that municipalities and other planning authorities use when making land use planning decisions. The proposed changes aimed to update, renew and consolidate our land use compatibility guidelines to help ensure proper compatibility studies are completed before new sensitive land uses, such as residences, are built near existing major facilities (including industries or industrial areas), and vice versa.

During the 94-day consultation period, the ministry received over 500 comments. In response to the comments received, the ministry has decided to not move forward with this version of the proposed Land Use Compatibility Guideline. The current D-Series guidelines for land use compatibility will remain in effect and will continue to be the provincial guidelines referenced in the Provincial Policy Statement, 2020 and A Place to Grow: Growth Plan for the Greater Golden Horseshoe land use compatibility policies.

Should the Ministry decide to update the D-Series, any potential future update will be posted to the Environmental Registry as a proposal for consultation. To review the decision notice for this proposal, please see the Environmental Registry at <http://ero.ontario.ca/notice/019-2785>.

Please pass this information along to colleagues, members of your organization, other organizations, and anyone else that may be interested.

If you have any questions, please e-mail [meep\\_landpolicy@ontario.ca](mailto:meep_landpolicy@ontario.ca).

Sincerely,

**Original Signed by:**

Robyn Kurtes  
Director, Environmental Policy Branch



*United Townships of Head, Clara & Maria Council*

**Report to Council**

Type of Decision									
Meeting Date	Thursday, October 21, 2021				Report Date	Wednesday, October 13, 2021			
Decision Required		Yes	X	No	Priority		High	X	Low
Direction		Information Only		X	Type of Meeting	X	Open		Closed
<b>Report #21/10/21/1001- Revenue and Expense Report</b>									

**Subject:** Revenue and Expense Report Ending September 30, 2021

**Recommendation:** That Council accepts this report as information only, to correspond with the enclosed Revenue and Expense Report. I made comment only on accounts that have a large variance from its budgeted amount. Comments made are on larger item expenses to provide an estimate of what the Year To Date (YTD) total consists of (not in its entirety) and not individual and/or miscellaneous items; and therefore the amounts listed below may not be equal to the total YTD listed on the report.

**Background/Executive Summary**

- 51-4511 – Includes only one transfer from Stewardship Ontario, the second transfer was incorrectly allocated to 51-4512
- 51-5211 – Received in full in October, so therefore is not recorded in this report
- 51-9551 – Transfer was received October 4<sup>th</sup>; after the ending date of this report
- 61-1133 – Journal entry will need to be made to show correct amounts – total paid ending is equal to \$8,039.30
- 61-1136 – Journal entry will need to be made to show correct amounts – total paid ending is equal to \$12,747.52 (of which \$3748 was for 2020 remittance)
- 61-1344 – Liquor licence renewal (\$600/ 2 years) and Land Use Permit
- 61-1361 – Keyboards and computer monitors
- 61-1363 - \$7013 was incorrectly allocated to this account – that amount should have been under 61-1362
- 61-1413 – Plumbing repair and light fixture
- 61-3113 - \$1015 was spent to repair the heater in the garage
- 61-3141 – Includes shoe kit for the plow, running boards and ball hitch for new truck as well as misc. tools
- 61-3191 – Winter tires and spray bedliner for new truck
- 61-3211 – Nuisance beavers (\$500), gravel purchase (\$8395), road washouts
- 61-4411 – Invoice not recorded – amount owing \$8079.95
- 61-6613 – Ride on and push lawn mower (\$4818), clearing snow off roof (\$712), Generac maintenance (\$263) and misc. supplies
- 61-6614 – lumber for boat launch (\$1803), plumbing repair (\$420), toilet repair (\$524), sewer line back up/clearing (\$755)

**Financial Considerations/Budget Impact:**

Even though YTD amounts may be over budget for a number of specific expense accounts, departmental and total YTD amounts are still under budget and will continue to be monitored as we continue through Q4 of 2021.

Approved and Recommended by the Clerk

Crystal Fischer,  
Clerk/Treasurer



**Townships of Head, Clara, and Maria**  
*Revenue & Expenses Report*

For the Period Ending September 30, 2021

	Budget	Year To Date	Variance
<b>REVENUE</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Taxation</b>			
41-8411 - Municipal Taxation - General	447,450	447,401	(49)
41-8412 - Grants in Lieu of Hydro	105,000	105,693	693
41-8421 - Municipal Taxation - PIL Prov	51,050	171,267	120,217
41-8431 - Interest on Taxes Outstanding		8,460	8,460
41-8441 - Tax Sale Cost Recovery		5,594	5,594
<b>Total Taxation:</b>	<b>603,500</b>	<b>738,415</b>	<b>134,915</b>
<b>General Government</b>			
51-1111 - Permits & Fees - Admin	1,500	854	(647)
51-1119 - Miscellaneous - Admin	1,000	5,260	4,260
51-1121 - General Bank Interest	9,000	3,397	(5,603)
51-1122 - Treasurer Bank Interest	3,300	349	(2,951)
51-1123 - HST Rebate		25,549	25,549
51-1132 - Sales - Admin		4,150	4,150
51-1140 - Land Lease	9,830	10,048	218
51-1141 - OMPF (ON Mun Partnership Fund)	60,600	45,450	(15,150)
51-1142 - Gas Tax	7,520	15,427	7,907
51-1151 - Aggregate Resources	2,000	7,888	5,888
51-1311 - Special Grants - Admin		1,300	1,300
51-1611 - Library Reimbursement		1,707	1,707
<b>Total General Government:</b>	<b>94,750</b>	<b>121,379</b>	<b>26,629</b>
<b>Building Services</b>			
51-2311 - Building Permits & Fees	2,000	3,119	1,119
<b>Total Building Services:</b>	<b>2,000</b>	<b>3,119</b>	<b>1,119</b>
<b>Fire Services</b>			
51-2511 - Fire Permits & Fees	150	65	(85)
<b>Total Fire Services:</b>	<b>150</b>	<b>65</b>	<b>(85)</b>

**Townships of Head, Clara, and Maria**  
Revenue & Expenses Report  
For the Period Ending September 30, 2021

	Budget	Year To Date	Variance
<b>Environmental Services</b>			
51-4211 - Tipping Fees	3,500	9,530	6,030
51-4511 - Recycling Grant	7,500	1,807	(5,693)
51-4512 - Recycling Income	1,200	3,944	2,744
<b>Total Environmental Services:</b>	<b>12,200</b>	<b>15,281</b>	<b>3,081</b>
<b>Helipad</b>			
51-5211 - Helipad/Ornge	3,500		(3,500)
<b>Total Helipad:</b>	<b>3,500</b>	<b>0</b>	<b>(3,500)</b>
<b>Special Grants</b>			
51-9511 - Cannabis Legalization Implementation Fun		5,000	5,000
51-9521 - OCIF	50,000	50,000	
51-9551 - Canada Summer Jobs	2,990		(2,990)
<b>Total Special Grants:</b>	<b>52,990</b>	<b>55,000</b>	<b>2,010</b>
<b>EXPENSES</b>			
<b>Payroll Expenses</b>			
61-1121 - Salaries/Wage	235,450	145,003	90,448
61-1131 - Payroll Taxes	17,500	8,769	8,731
61-1132 - Employment Benefits	17,530	12,931	4,599
61-1133 - WSIB Employer	6,750		6,750
61-1134 - EHT	5,000	2,849	2,151
61-1135 - Vacation Pay Employer	4,600	4,057	543
61-1136 - Employee Pension/RRSP Contributions	13,140	1,660	11,480
<b>Total Payroll Expenses:</b>	<b>299,970</b>	<b>175,269</b>	<b>124,701</b>
<b>Council</b>			
61-1211 - Donation - Council	2,000		2,000
61-1212 - Conventions & Training - Council	3,000	1,258	1,742
61-1215 - Integrity Commissioner	7,000		7,000
61-1222 - Honorarium - Council	31,500	18,150	13,350



# Townships of Head, Clara, and Maria

## Revenue & Expenses Report

For the Period Ending September 30, 2021

Report Date  
10/15/2021 9:35 AM

	Budget	Year To Date	Variance
61-1223 - Mileage for HCM - Mayor	400	45	355
61-1224 - Mileage - Councillors	400		400
61-1241 - Resource Material - Council	1,000	391	609
<b>Total Council:</b>	<b>45,300</b>	<b>19,844</b>	<b>25,456</b>
<b>Administration General</b>			
61-1313 - Bank Charges	2,500	1,419	1,081
61-1314 - Convenience Fee	2,000	1,721	279
61-1317 - Resource Materials - Admin	500	117	383
61-1318 - Education & Training - Admin	3,400	2,223	1,177
61-1319 - Miscellaneous - Admin	500	628	(128)
61-1323 - Mileage - Admin	350		350
61-1342 - Supplies - Office	3,500	2,526	974
61-1344 - Permits & Fees - Admin	400	736	(336)
61-1345 - Postage & Courier	1,200	943	257
61-1353 - Audit Fees	22,000	25,338	(3,338)
61-1354 - Legal Fees	13,000	104	12,896
61-1355 - Internet	700	552	148
61-1356 - Insurance	25,000	26,950	(1,950)
61-1357 - IT Services	2,500	989	1,511
61-1358 - Advertising	750	364	386
61-1361 - Computer Software		371	(371)
61-1362 - Computer Hardware	7,500	471	7,029
61-1363 - Taxation & Accounting Software	5,000	11,404	(6,404)
61-1366 - Membership Fees - Admin	1,300	1,075	225
61-1411 - Property/Office Maintenance & Repair	1,500	687	813
61-1412 - Furniture & Equipment - Office	500		500
61-1413 - Repair - Office		444	(444)
61-1458 - Telephone - Office	2,000	1,547	453
61-1611 - Library Expenses	500	1,934	(1,434)
<b>Total Administration General:</b>	<b>96,600</b>	<b>82,543</b>	<b>14,057</b>
<b>Building Inspector</b>			
61-2311 - Mileage - CBO	750	401	349

**Townships of Head, Clara, and Maria**  
*Revenue & Expenses Report*  
For the Period Ending September 30, 2021

	Budget	Year To Date	Variance
61-2341 - Building Permits & Fees	200		200
61-2351 - Education/Training - CBO	250		250
61-2366 - Membership Fees - CBO	150		150
<b>Total Building Inspector:</b>	<b>1,350</b>	<b>401</b>	<b>949</b>
<b>Emergency Management</b>			
61-2423 - Supplies - EMgt	250		250
61-2431 - Mileage - EMgt	250		250
61-2451 - Education/Training - EMgt	250		250
<b>Total Emergency Management:</b>	<b>750</b>	<b>0</b>	<b>750</b>
<b>Fire Services</b>			
61-2511 - Fire Agreement - MNR	9,100	9,145	(45)
61-2512 - 911 Agreement - County	2,240	2,398	(158)
61-2513 - Supplies - Fire	500		500
<b>Total Fire Services:</b>	<b>11,840</b>	<b>11,543</b>	<b>297</b>
<b>Health &amp; Safety</b>			
61-2611 - Health & Safety	150	91	59
<b>Total Health &amp; Safety:</b>	<b>150</b>	<b>91</b>	<b>59</b>
<b>Policing Services</b>			
61-2711 - Policing	86,440	64,571	21,869
<b>Total Policing Services:</b>	<b>86,440</b>	<b>64,571</b>	<b>21,869</b>
<b>Roads</b>			
61-3113 - Garage Maintenance & Repair - RDS	500	1,201	(701)
61-3119 - Miscellaneous - RDS		100	(100)
61-3123 - Mileage - RDS	250	76	174
61-3141 - Supplies & Tools - RDS	2,000	2,596	(596)
61-3142 - Signs & Posts - RDS	3,700	481	3,219
61-3151 - Education/Training - RDS	2,500	319	2,181
61-3152 - Utilities - Garage	3,700	3,621	79

**Townships of Head, Clara, and Maria**  
*Revenue & Expenses Report*  
For the Period Ending September 30, 2021

	Budget	Year To Date	Variance
61-3158 - Telephone - RDS	800	606	194
61-3166 - Membership Fees - RDS	800	365	435
61-3191 - Special Projects - RDS		3,173	(3,173)
61-3211 - Road Maintenance	5,000	11,164	(6,164)
61-3311 - Vehicle Maintenance - RDS	4,000	2,221	1,779
61-3312 - Vehicle Repair - RDS	1,000	683	317
61-3313 - RDS Fuel		4,714	(4,714)
61-3411 - Culvert	20,000		20,000
61-3511 - Grading	13,000	5,088	7,912
61-3513 - Gravel Pit	500		500
61-3514 - Gravel Resurfacing	5,000		5,000
61-3611 - Plowing	20,000	11,336	8,664
61-3711 - Ditching	2,000		2,000
61-3811 - Calcium	15,000	15,149	(149)
61-3911 - Sand & Salt Purchase	7,000	2,332	4,668
61-3912 - Sanding	11,000	3,696	7,304
61-3913 - Standby	10,000	7,006	2,994
<b>Total Roads:</b>	<b>127,750</b>	<b>75,927</b>	<b>51,823</b>
<b>Waste Management</b>			
61-4113 - Vehicle Maintenance - WMngt	3,000	2,505	495
61-4114 - Vehicle Repairs - WMngt	1,000		1,000
61-4115 - Environmental Expense	1,250	1,018	232
61-4116 - Waste- Fuel		1,751	(1,751)
61-4123 - Mileage - WMngt	250		250
61-4141 - Supplies - WMngt	500	184	316
61-4151 - Education & Training - WMngt	500		500
61-4191 - Special Projects - WMngt	5,000		5,000
61-4211 - Monitoring - Lanfill Sites	18,500	18,122	378
61-4311 - Excavation - Landfill Site Maintenance	10,000	6,879	3,121
61-4312 - Maintenance & Repair - Landfill Sites	2,000		2,000
61-4411 - Household Hazardous Waste	8,000		8,000
61-4511 - Recycling - WMngt	12,000	8,715	3,285
<b>Total Waste Management:</b>	<b>62,000</b>	<b>39,174</b>	<b>22,826</b>

**Townships of Head, Clara, and Maria**  
*Revenue & Expenses Report*  
For the Period Ending September 30, 2021

	Budget	Year To Date	Variance
<b>Cemetery</b>			
61-5111 - Cemetery		24	(24)
<b>Total Cemetery:</b>	<b>0</b>	<b>24</b>	<b>(24)</b>
<b>Helipad</b>			
61-5211 - Helipad Maintenance	2,500	2,086	414
<b>Total Helipad:</b>	<b>2,500</b>	<b>2,086</b>	<b>414</b>
<b>Physician Recruitment</b>			
61-5311 - Physician Recruitment	1,700		1,700
<b>Total Physician Recruitment:</b>	<b>1,700</b>	<b>0</b>	<b>1,700</b>
<b>Parks &amp; Recreation General (P &amp; RG)</b>			
61-6519 - Miscellaneous - P & RG	1,000	627	373
61-6611 - Expenses - P & RG	2,000	27	1,973
61-6613 - Maintenance - P & RG	2,500	5,946	(3,446)
61-6614 - Repairs - P & RG	2,000	3,299	(1,299)
61-6641 - Supplies - P & RG	1,000	927	73
61-6642 - Furniture & Equipment - P & RG	500		500
61-6652 - Utilities - HALL	6,500	5,841	659
61-6658 - Telephone - HALL	250	182	68
<b>Total Parks &amp; Recreation General (P &amp; RG):</b>	<b>15,750</b>	<b>16,849</b>	<b>(1,099)</b>
<b>Grounds Maintenance</b>			
61-6811 - Grounds Maintenance - P & RG	13,000	4,736	8,264
<b>Total Grounds Maintenance:</b>	<b>13,000</b>	<b>4,736</b>	<b>8,264</b>
<b>Property Tax</b>			
61-8441 - Tax Sale		11,445	(11,445)
<b>Total Property Tax:</b>	<b>0</b>	<b>11,445</b>	<b>(11,445)</b>

**Townships of Head, Clara, and Maria**  
*Revenue & Expenses Report*  
For the Period Ending September 30, 2021

	Budget	Year To Date	Variance
<b>Special Project (RG)</b>			
61-9116 - Revitalization Fund		54,225	(54,225)
<b>Total Special Project (RG):</b>	<b>0</b>	<b>54,225</b>	<b>(54,225)</b>
<b>Special Grants</b>			
61-9511 - ICIP Grant	100,000		100,000
61-9521 - Canada Summer Jobs	3,990		3,990
<b>Total Special Grants:</b>	<b>103,990</b>	<b>0</b>	<b>103,990</b>

*Certified correct and in accordance with the records Presented to council on*

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Crystal Fischer  
Clerk/ Deputy Treasurer

\_\_\_\_\_  
Mayor Debbi Grills



*United Townships of Head, Clara & Maria Council*

**Report to Council**

Type of Decision									
Meeting Date	Thursday, October 21, 2021				Report Date	Thursday, October 7, 2021			
Decision Required		Yes	X	No	Priority		High	X	Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed

**Report #21/10/21/1002- 2020 Council Statement of Expenses Report**

**Subject:** 2020 Council Statement of Expenses

**Recommendation:** That Council adopt the following resolution accepting the statement of expenses paid to Council members for the 2020 fiscal year.

**WHEREAS** under the Municipal Act, 2001, the Treasurer of each municipality shall in each year provide to the Council of the municipality, an itemized statement of remuneration and expenses paid in the previous year to each member of Council in respect of his or her services as a member of the council;

**THEREFORE BE IT RESOLVED THAT** the Statement of Expenses for Council for the year 2020 totalling \$31,614.20 be accepted as presented.

**Background/Executive Summary**



**Townships of Head, Clara & Maria  
HCM - Council Expense Report Jan 01 - Dec 31, 2020**

Council Member	Council Honorariums	Conventions & Training	Mileage	Councillors Paid Expenses
Mayor Grills	\$ 8,250.00	\$ 75.00	\$ 134.20	\$ 8,459.20
Deputy Mayor Villeneuve	\$ 7,500.00		\$ 55.00	\$ 7,555.00
Councillor Allen	\$ 4,800.00			\$ 4,800.00
Councillor Dowser	\$ 5,175.00	\$ 75.00		\$ 5,250.00
Councillor Kelly-Chamberlain	\$ 5,475.00	\$ 75.00		\$ 5,550.00
<b>Total</b>	<b>\$ 31,200.00</b>	<b>\$ 225.00</b>	<b>\$ 189.20</b>	<b>\$ 31,614.20</b>

**Financial Considerations/Budget Impact:**

None at the time. For reference; 2020 council expenses totalled \$26,246.66.  
Council Honorariums are gross totals.

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





United Townships of Head, Clara & Maria Council

Request for Decision

Type of Decision									
Meeting Date	Thursday, October 21, 2021				Report Date	Tuesday, October 12, 2021			
Decision Required	X	Yes		No	Priority		High	X	Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed
<b>Report #21/10/21/1101- COVID-19 Safe Operations Plan</b>									

**Subject:** Review of COVID-19 Safe Operations Plan

**Recommendation:** That Council review and approve the COVID-19 Safe Operations Plan.

**Background/Executive Summary:**

In September 2021, a request was made on behalf of a local community group to reserve the municipal hall for a fundraising event.

The Province of Ontario requires all businesses who are in operation to have a written safety plan which addresses public and workplace health and safety concerns regarding COVID-19, and the practises in which businesses will implement in order to mitigate risks of transmission in the community.

On September 22, 2021 Council passed resolution 22/09/21/005 to defer the re-opening of the municipal hall for fundraising and recreational purposes until a Safety Plan could be created and approved by Council.

Staff has created the enclosed COVID-19 Safe Operations Plan in for review, discussion and approval. Council may still choose to defer the re-opening of municipal facilities regardless of approving the COVID-19 Safe Operations Plan. The recommendation of having the kitchen, canteen, washrooms and hall only (and not the municipal bar) available for bookings is based on current conditions. Council may decide otherwise, and/or may make changes to the plan as conditions change.

**Financial Considerations/Budget Impact:**

None at this time.

**Enclosures:**

COVID-19 Safe Operations Plan

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



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



## COVID-19 Safe Operations Plan

**Approved**

*A guide for the safe operations of the Head, Clara and Maria Community Centre in accordance with the guidelines prescribed by the Province of Ontario and Renfrew County and District Health Unit to minimize the risk of transmission of the COVID-19 virus.*

## **PURPOSE**

This Safety Plan has been created to ensure that staff of the United Townships of Head, Clara and Maria establish best practices to meet the requirements of the Province of Ontario and Renfrew County District Health Unit for safe re-opening of the municipal community centre. Extra measures have been taken to provide the highest standard in preventing the transmission of COVID-19 amongst staff, volunteers and the public.

This Safety Plan will provide employees, user groups, volunteers and patrons with the operational information required to resume a level of activity within the community centre while we are still facing the pandemic. A combined effort of working together is required to reduce the risk to our employees, volunteers, user groups, participants and entire community.

## **Community Centre Bookings**

All facility rentals must meet the provincial orders, guidelines and recommendations, which can be found at <https://www.ontario.ca/page/framework-reopening-our-province-stage-3>.

- A health screening and participant contact information plan is required prior to the rental request being approved.
- The maximum capacity for the rental facility will be 60 attendees, keeping in mind that physical distancing requirements must be followed.
- The municipal kitchen, canteen and washrooms are available to reserve. The municipal bar is not available for use at this time.
- The community centre must be thoroughly cleaned by each user group after use; cleaning supplies and safety information will be provided.
- All waste and recyclables must be bagged, sealed and left in the garbage receptacle outside of the building.
- The Municipal Hall Rental Agreement and COVID-19 Safe Operations Plan must be adhered to.

Private and special user group hall rental bookings will require a safety protocol for protection of facility users as a part of the rental agreement to ensure the safe and responsible use of the facility in accordance with provincial guidelines.

## **COVID-19 Assessment**

Every facility user suspected or confirmed to have contracted COVID-19 must stay home. Any person experiencing respiratory illness similar to the flu or a cold such as fever, chills, cough, and shortness of breath, sore throat and painful swallowing, stuffy or runny nose, loss of sense of smell, headache, muscle aches, fatigue or loss of appetite should stay home and start to self-isolate immediately. If you're concerned you have been exposed to COVID-19, or have symptoms, contact the Renfrew County Virtual Triage Centre at **1-844-727-6404** for advice.

## **Sick Workers**

If a worker or volunteer becomes sick, they should report their symptoms to the person in charge of the event immediately, and that person will be sent home. Contact the Renfrew County Virtual Triage Centre at **1-844-727-6404** for further guidance related to testing and self-isolation. If the worker is severely ill (e.g. difficulty breathing or chest pain), call 911. Clean and disinfect any surfaces that the ill worker has come into contact with.

### **Worker screening**

All event workers are actively screened prior to each shift by completing a screening questionnaire form before entering the facility, or outdoors whenever possible. Event workers are instructed to stay home if they are sick or have any COVID-19 related symptoms.

### **Public screening and instruction**

Public attendees are actively screened before entering the facility by completing the screening questions upon arrival. Attendees are given instructions on posters at all entrances to stay out of the community centre unless they pass the self-screening questions.

### **Face coverings**

Wearing a face mask at all times while indoors is mandatory unless eating or drinking (guests must be seated while eating and physical distancing guidelines apply), or an attendee requires an accommodation which does not allow for wearing a mask. Face covering guidelines may change and will be updated as required according to provincial health recommendations.

Cloth face coverings must be properly cleaned. All face coverings that cannot be cleaned should be thrown out and replaced as soon as they get slightly wet, soiled or crumpled.

Workers will remind members of the public to wear masks properly and consistently while in the community centre. Posters have been put up throughout the facility to remind the public to wear masks properly and consistently. Those who are working in hot areas wearing masks have been instructed and reminded to follow measures to prevent overheating (e.g., drinking water, taking breaks). Medical masks will be available to be given to facility users if needed.

### **Hand Hygiene**

Workers and volunteers must wash their hands: upon entry to the building; before and after use of shared equipment, supplies and materials; before and after eating and breaks; and throughout providing customer service.

Public attendees are encouraged, and will be reminded to, practise frequent hand hygiene. Reminders to wash hands often with soap and water for at least 20 seconds have been posted in the washrooms. Hand sanitizer with at least 60% alcohol content has been provided at locations throughout the building including all entrances.

### **Limiting interactions**

Facility users are required to maintain physical distancing in all areas including shared spaces.

Personal items brought into the facility must be kept to a minimum. If personal items are brought into the facility, enough space must be provided between each user's items to encourage physical distancing and reduce the transmission of COVID-19.

All personal belongings must be brought home at the end of the event.

All surface areas in shared common spaces must be properly disinfected after each use.

Worker start times, breaks and lunches will be staggered to limit in-person interaction.

Workers will be assigned to their own dedicated work areas. An area will be designated for contactless pick-up of orders when serving food and beverages.

Contactless payment is encouraged whenever possible.

### **Crowd control**

A worker designated at the entrance of the facility will monitor the number of attendees entering and leaving the building, and control/stagger entry in order to prevent crowding.

Once the capacity limit is reached, one person will be permitted in for every person that leaves.

The facility will have a maximum capacity of 60 attendees, for which notice of limits are posted at public entrance(s). Adjustments will be made to ensure all local public health requirements regarding capacity limits are followed.

### **Physical distancing and separation**

Workers will remind the public to maintain physical distancing of at least 2 metres (6 feet) between themselves and others. If there are times where people in the facility are performing strenuous activities, space will be arranged or capacity limits decreased to allow for more distance between individuals.

Public washrooms will be modified in relation to facility capacity, and stalls/urinals will be sectioned off to ensure proper distancing is maintained.

Social distance markers and/or signage will be used to direct flow of traffic throughout the facility.

Workspaces will be rearranged as needed to enable physical distancing.

In circumstances where line ups will be required, an area will be established that starts 2 metres (6 feet) from the entrance, lobby, service counters and washrooms.

Physical barriers will be utilized/ installed at food and beverage counters and cashier/ ticket stations.

### **Ventilation and air quality**

An outdoor space will be set up which workers can use for meals and breaks, weather permitting.

Workers are encouraged to take breaks and eat meals outdoors whenever possible.

The ventilation system will be maintained according to manufacturer's instructions and adjusted to increase the amount of fresh air and reduce recirculation. The ventilation system will also be set to run before and after people are in the facility.

Exhaust fans in the kitchen and all washrooms will kept running at all times when workers are in the facility as well as beyond operating hours.

In any spaces that don't have mechanical ventilation, windows and doors will be kept open, weather permitting.

### **Cleaning, disinfecting and hand hygiene**

Workers and volunteers are trained to select and safely use cleaning products for their work including the use of additional PPE that may be required (such as gloves, protective clothing and/or respiratory protection). A document with cleaning procedures and schedules is posted.

### **Violence and Harassment**

Violence and harassment directed towards workers and volunteers is not tolerated. Facility users are encouraged to treat workers and volunteers with respect.

If any members of the public have complaints about the COVID-19 policies, they will be directed to speak with the Clerk. The Clerk will retain a record of all incidences of violence or harassment and will report to the authorities as necessary.

### **Communication and training**

Posters for facility users have been put up around the community centre which provide information regarding: physical distance requirements, capacity limits, screening and self-assessment, wearing masks and hand hygiene.

Information on health and safety measures will be shared with facility users, on posters at entrances to the community centre and on the municipal website.

All workers have been instructed on COVID-19 health and safety measures.

Workers and volunteers are supported with information to help them stay safe in and out of the workplace.

This plan will be posted in a visible location where all workers, customers and visitors can see it and will be provided to municipal staff, members of Council, the RAC committee, Library Board, special user groups, workers and volunteers of the community centre along with anyone else affected by the plan.

### **Plan evaluation and worker engagement**

This plan may evolve as risks in the community change. The plan will be discussed with staff, workers, volunteers and anyone else affected and revision of the plan will occur as needed. If new safety measures are added, it is done so in which new hazards are not created as a result thereof, or that new measures can be put in place to control new hazards. Collaboration with workers on solutions to any health and safety issues will be ongoing.

### **Facilitating contact tracing**

A record of contact information for workers and members of the public who attended the community centre will be kept to provide to the public health unit in the event of a worker or other customers contract COVID-19.

### **Facility Detailed Cleaning/Sanitization Plan**

Municipal staff will be trained and understand the required level of cleaning services applied throughout the Community Centre to ensure facility users are protected against the spread of COVID-19. Recreation staff will clean all surfaces as per the schedule below:

Frequency	Areas
Frequently Cleaned Areas (every two hours)	Door touch points Light switches Washrooms
As Scheduled (at the end of event)	Floors Doors Tables Chairs Garbage Cans Recycling Bins

Municipal staff and community centre volunteers will receive training in the following categories to ensure workers are safe and protected while achieving the expected standards of cleaning required during COVID-19 and any future pandemics:

Workplace Restart Orientation (In House) & Review of COVID-19 Safety Plan

- Personal Protective Equipment Training
- WHMIS
- COVID-19 Self-Assessment
- Proper personal hygiene practices for staff to mitigate transmission
- Proper use, safe handling and disposal, and purpose of Personal Protective Equipment Facility  
Capacity and traffic flow



*United Townships of Head, Clara & Maria Council*

**Request for Decision**

Type of Decision									
Meeting Date	Thursday, October 21, 2021				Report Date	Friday, September 24, 2021			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed
<b>Report #21/10/21/1102- Review of Strategic Plan</b>									

**Subject:** Review of Council Strategic Plan

**Recommendation:** That Council review the 2019-2022 Strategic work and prioritize remaining work to be completed in Council's final year of its term.

**Background/Executive Summary:**

In October 2019, Council approved the 2019-2022 Strategic Plan. Desired outcomes are the goals and priorities identified during the Strategic Planning process which outlines what Council and Staff will work towards achieving over the Council term.

Desired Outcomes	Focus Areas	Action Plan
<b>Fiscal Responsibility</b>	<ul style="list-style-type: none"> <li>• Cost saving</li> <li>• Shared services</li> <li>• Prudent Spending</li> <li>• Available grants</li> <li>• Organizational Review</li> </ul>	<ul style="list-style-type: none"> <li>• Review opportunities for cost saving</li> <li>• Seek shared/ borrowed/ rented services</li> <li>• Prudent Spending</li> <li>• Available grants</li> <li>• Update Asset Management Plan</li> <li>• Maintain service levels into the future</li> <li>• Align organization via recommendations from review creating cost effective organization</li> </ul>
<b>Quality, sustainable, reliable infrastructure</b>	<ul style="list-style-type: none"> <li>• Municipal Parks and Boat Launches</li> <li>• Municipal Roads</li> <li>• Landfill Sites</li> </ul>	<ul style="list-style-type: none"> <li>• Proceed with boat launch replacement/repair</li> <li>• Consider less than minimum required depth snow accumulation</li> <li>• Consider roads position to asset management</li> <li>• Research feasibility of solar vs electric streetlights</li> <li>• Acquire permanent solution to recycling services</li> <li>• Reconsider municipal composting</li> </ul>
<b>Community Engagement, Collaboration &amp; Participation</b>	<ul style="list-style-type: none"> <li>• Volunteerism</li> <li>• Committees</li> </ul>	<ul style="list-style-type: none"> <li>• Create new committees</li> <li>• Request information from experienced residents</li> <li>• Promote repeated requests for public input</li> <li>• Active canvassing for volunteers</li> <li>• Continue with RAC and social programming</li> </ul>
<b>Safe and Healthy Community</b>	<ul style="list-style-type: none"> <li>• Emergency Management</li> <li>• Auto-extrication</li> <li>• Street lights</li> <li>• Policing</li> <li>• Snow plowing</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain compliance with OFMEM</li> <li>• Encourage increased participation in Emergency Management Training</li> <li>• Find a solution with neighbouring municipalities/ province to provide auto-extrication and or fire services in HCM</li> <li>• Research streetlight pricing, options and feasibility</li> <li>• Research local low income seniors plowing services</li> </ul>
<b>Economic Growth and Prosperity</b>	<ul style="list-style-type: none"> <li>• Home Based Business</li> <li>• Industry</li> </ul>	<ul style="list-style-type: none"> <li>• Access to improved internet</li> <li>• Support industry growth</li> </ul>

Council has either completed or made great progress to many of the Action Plan items during its term; however, it is important to prioritize any remaining work to be done in the final year of Council's Term.

**Financial Considerations/Budget Impact:**

None at this time.

Approved and Recommended by the Clerk

Crystal Fischer,  
Clerk/Treasurer

United Townships of Head, Clara & Maria Council

Request for Decision

Type of Decision									
Meeting Date	Thursday, October 21, 2021				Report Date	Wednesday, October 13, 2021			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed
<b>Report #21/10/21/1103- ICIP Grant Tender Documents</b>									

**Subject:** Investing in Canada Infrastructure Program Tender Documents

**Recommendation:** That Council review and approve the enclosed tender documents so that staff can advertise and proceed with meeting conditions of the grant.

**Background/Executive Summary**

In July of 2020, the municipality was notified that they were successful in obtaining funding under the Investing in Canada Infrastructure Program (ICIP) Community Culture and Recreation Stream. The breakdown of approved funds are as follows:

- Total Expenditures - \$27,057.76
- Federal Support - \$10,823.10
- Provincial Support - \$9,018.35
- Municipal Requirement - \$7,216.31

The project scope includes: replacing lighting to LED in the community centre and adjoining library, replacing old windows and increasing insulation in the community centre and library to address heating and cooling issues, removing old carpet in the library and replacing it with a durable, easily cleaned product intended for high use public spaces, replacing undersized toilets in the community centre washrooms to provide better accessibility.

Tender documents have been created for Council review and approval.

**Financial Considerations/Budget Impact:**

None at this time, Council previously passed resolution 19/09/19/009 approving the 26.67% (up to a maximum of \$10,000) municipal contribution required for the project.

**Enclosures:**

RFT- ICIP2021

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



# THE UNITED TOWNSHIPS OF HEAD, CLARA & MARIA



Rehabilitation of Community Center and Adjoining Library Facility

## REQUEST FOR TENDER DOCUMENTS RFT-ICIP2021

Sealed tenders will be received at:      The Townships of Head, Clara & Maria  
15 Township Hall Road  
Stonecliffe, Ontario, K0J 2K0

**Tender closing Date:** 12:00 h, Monday, December 6, 2021

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Once signed, this document becomes the official tender and once accepted by Council/Staff, becomes part of the Agreement. The lowest or any tender will not necessarily be accepted.

## **TENDER DOCUMENT INSTRUCTIONS**

### **1.0 INTERPRETATION**

- 1.1 “addendum” includes all additions, modifications, changes or deletions to the original tender or contract documents and will be forwarded to each firm or individual who is in receipt of a tender document package.
- 1.2 “contract documents” or “tender documents” include all pages of this tender package in addition to the contract documents attached.
- 1.3 “non-qualified Agreement” means an Agreement which is not tendered in accordance with the Township’s qualification procedures.
- 1.4 “tenderer” or “bidder” means the applicant completing this tender for consideration by the Municipality.
- 1.5 “Township” or “Municipality” or “Municipality” means the municipality of the Corporation of the United Townships of Head, Clara & Maria.

### **2.0 GENERAL**

- 2.1 Contact for the Municipality of the United Townships of Head, Clara & Maria is Crystal Fischer, Clerk/Treasurer, (613) 586-2526, fax (613) 586-2596, email [clerk@headclaramaria.ca](mailto:clerk@headclaramaria.ca). Any inquiries regarding the interpretation of the plans or specifications shall be directed to Ms. Fischer.
- 2.2 The tender documents must be received by the Municipality by 12:00 h on the closing date, Monday, December 6, 2021. Under no circumstances will Tenders be considered which are received after the local time on the advertised closing date for Tender.
- 2.3 All entries in the tender shall be clear, legible, and made in ink. All items shall be addressed according to instructions in the tender and Agreement documents, with entries made for all pricing as appropriate.
- 2.4 A site visit is required to ensure tenderers become fully conversant with conditions which will be met in performing work of the Contract. To arrange for access to and inspection of the site, the Clerk can be contacted as noted in 2.1.
- 2.5 All items must be bid unless the tender specifically permits otherwise,

with the price for every item and other entries clearly shown.

- 2.6 Tenders which are incomplete, conditional, illegible, and obscure or have reservations, erasures, alterations, additions or irregularities of any kind may be rejected.
- 2.7 Each Tender shall state the Fixed Price/prices for which the Tenderer will undertake to carry out all the work as described and/or shown in/on the Tender Documents.
- 2.8 All prices (unless otherwise specifically requested in the Tender Documents) shall be "Work Completed" prices, and shall be understood to include all materials, labour and other expenses including all sales taxes, fees, insurance, compensation and other items required by governing regulations, as well as overhead and profit for the work concerned. Unit prices shall apply to additions to or deductions from the Contract as directed by the Municipality.
- 2.9 The tender form must be signed, where indicated, by an authorized official of the Company or the Contractor, if a sole proprietorship, and delivered to the office in a sealed envelope clearly marked as to contents.
- 2.10 Limited liability companies should affix their corporate seal, over the signature or signatures of authorized signing officer or officers.
- 2.11 Faxed tender submissions will be rejected as they do not meet confidentiality or signature requirements.
- 2.12 Any proprietary or confidential information should be clearly identified as such and the desired treatment specified.

### 3.0 ALTERATIONS OR WITHDRAWAL OF TENDERS

- 3.1 A tender may be altered by submitting another tender at any time up to the specified time and date for tender closing. The last tender received shall supersede and invalidate all tenders previously submitted by the applicant for that Agreement.
- 3.2 The applicant may withdraw the tender at any time up to the specified time and date for tender closing by submitting a letter bearing the bidder's signature to the Clerk. Due to security, facsimile transmissions or telephone calls will not be accepted.
- 3.3 Bidders are to refer to the standard terms and conditions herein. Your tender and any resultant purchase will be based on these terms and

conditions unless otherwise agreed to in writing.

#### 4.0 UNBALANCED TENDERS AND DISCREPANCIES

- 4.1 Where obvious omissions or errors have occurred, municipal staff will correct mathematical discrepancies by appropriate means to arrive at an accurate total tender price.
- 4.2 Each item in the Tender Form shall be a reasonable price for such item. Under no circumstances will an unbalanced tender be considered. The Municipality will be the judge of such matters, and should any tender be considered to be unbalanced, then it will be rejected.
- 4.3 Applicants whose bids have been rejected by the Municipality will normally be notified via mail within ten (10) business days.

#### 5.0 ACCEPTANCE OR REJECTION OF TENDERS

- 5.1 The Municipality reserves the right to reject any or all tenders and to waive formalities as the interest of the Municipality may require without explanation, **therefore, the lowest or any tender may not necessarily be accepted.** Such circumstances may include, but are not limited to, the quote on all tenders received, being in excess of the anticipated Municipal budget resulting in lack of funds to complete the project.
- 5.2 The Municipality reserves the right to reject any tenders from any bidder, who in the Municipality's reasonable opinion, is deemed incapable of providing the necessary labour, material, equipment, financing and management of resources to perform the work in a satisfactory manner within the specified time frame.
- 5.3 The Municipality is not liable for any costs, expenses, losses or damages incurred, sustained or suffered by any applicant prior, or subsequent to, or by reason of the acceptance or non-acceptance by the Municipality of any tender, or by reason of any delay in the acceptance of a tender, except as provided in the tender documents.
- 5.4 The tender shall be irrevocable for a period of thirty (30) business days following the date of tender closing.

#### 6.0 AGREEMENT AWARD PROCEDURES

- 6.1 The Municipality will notify the successful bidder that the bid has been accepted within thirty (30) days of the tender closing.



- 6.2 Notice of acceptance of tender will be by fax or mailing of an Order to Commence Work Letter.
- 6.3 The successful bidder may commence work at the site immediately upon receipt of the Order to Commence Work letter, and must commence work within fifteen (15) days of receipt of same.
- 6.4 Failure by the successful bidder to meet the above requirements will entitle the Municipality to cancel the award of the contract. The Municipality may then award the Contract to one of the other bidders, or take such action as it chooses.

## 7.0 TENDER OPENING

- 7.1 Tenders shall be opened at the Municipal office at 2:15 on the same day that the tender closes. The meeting will be open to the public and all tender submitters are invited to attend. The total tender price only in the Form of Tender shall be announced for each tender opened.
- 7.2 No announcement concerning the successful Tender shall be made until a complete tender report and analysis is completed by staff and if applicable (as per the Procurement By-Law), approved by Council.

## 8.0 REQUIREMENTS AT TIME OF EXECUTION

- 8.1 The successful bidder is required to submit the following documentation, at his or her own expense, in a form satisfactory to the Municipality, for execution within ten (10) working days after being notified to do so in writing.
  - 8.1.1 Insurance Documents (Valid Certificate of Insurance)
  - 8.1.2 Letter of Good Standing with the Workplace Safety and Insurance Board (WSIB).
  - 8.1.3 A declaration that all assessments or compensations payable to the appropriate authorities (employee remittances) have been made.
- 8.2 Upon acceptance of tender by the Municipality, the successful bidder shall submit properly executed Certificates of Liability and All Risk Insurance, and all other documents as requested.

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



Rehabilitation of Community Centre and Adjoining Library Facility

FORM of TENDER DOCUMENTS  
RFT-ICIP2021

Sealed tenders will be received at:      The United Townships of Head, Clara & Maria  
15 Township Hall Road  
Stonecliffe, Ontario, K0J 2K0

**Tender closing Date:** 12:00 h, Monday, December 6, 2021

Once signed, this document becomes the official tender and once accepted by Council/Staff, becomes part of the Agreement. The lowest or any tender will not necessarily be accepted.

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Name of firm or individual (hereafter referred to as the "Contractor")

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Address

---

Name of person with signing authority (printed and signed)

---

Office of person signing for firm

---

Phone number

Fax number

Other

HCM REHABILITATION OF COMMUNITY CENTRE & LIBRARY FACILITY- TENDER

BIDDER CHECK LIST

(to be enclosed in the Tender envelope)

Before sealing envelope and submitting bid, please ensure that the following has been completed:

- 1.0 Tender has been signed. \_\_\_\_\_
- 2.0 Seal been affixed. \_\_\_\_\_
- 3.0 The complete written Form of Tender has been enclosed. \_\_\_\_\_
- 4.0 All copies of addenda (if applicable) have been signed and \_\_\_\_\_ enclosed. \_\_\_\_\_
- 5.0 Signed copy of Bidder's Check List has been enclosed. \_\_\_\_\_

The tender will not be compliant and may be disqualified if **ANY** of the above points have not been complied with.

Make sure the envelope is clearly marked as to contents and is properly sealed prior to delivery.

FORM OF TENDER - IDENTIFICATION

Tender submitted by \_\_\_\_\_ residing at (or place of business)  
(name of tenderer)

\_\_\_\_\_ and comprising the firm of \_\_\_\_\_  
(home or business address)

\_\_\_\_\_ a company duly incorporated under the laws of  
(company/firm name)

\_\_\_\_\_ or being a sole proprietor \_\_\_\_\_  
(province/country) (business name)

and having its head office at \_\_\_\_\_ hereinafter called "the tenderer".  
(business address)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

HCM REHABILITATION OF COMMUNITY CENTRE & LIBRARY FACILITY- TENDER

FORM OF TENDER – TOTAL BID

**To: The United Townships of Head, Clara & Maria**

I/We \_\_\_\_\_ have fully and carefully examined the locality and site of the proposed work, and all contract documents relating thereto, including: The Form of Agreement, The Tender Document Package, any addenda # \_\_\_\_\_ \*, Information for Tenderer, General Conditions, Contract and hereby offer in accordance therewith to enter into a contract within the prescribed time to construct the said works in strict accordance with the contract schedule, contract documents, and such further detail drawings as may be supplied from time to time and to furnish all materials, labour, tools, plant, matters and things necessary therefore complete and ready for the use within the time specified for the sum of \_\_\_\_\_ dollars plus HST.

(\$ \_\_\_\_\_ plus HST) or such other sum as may be ascertained in accordance with the contract.

GST/HST Registration Number \_\_\_\_\_

\* Please insert any and all addenda that have been considered in coming to the total price.

HCM REHABILITATION OF COMMUNITY CENTRE & LIBRARY FACILITY- TENDER

TENDER SUMMARY

The preceding sum is comprised of the following:

ITEM	DESCRIPTION	ESTIMATED QUANTITY	UNIT PRICE	TENDER AMOUNT
	Removal of existing windows and replacement with LOW-E Argon vinyl sliding windows: 70 x 21.5" (2) 43.5 x 69" 38 x 20.5" 44 x 25"			
	Insulation of attic in main hall and library – bring up to R-60 standard and add Styrofoam vents (approx. 2,780 sq ft)			
	Upgrade fluorescent lighting: 4ft bulbs (110) 2ft bulbs (8)			
	Removal of carpet and installation of new vinyl or laminate flooring (to be provided by municipality) in the Library (approx. 430 sq ft)			
	Paint walls in Library			
	Replace existing toilets with touchless comfort height toilets			
	Contingency Allowance			\$
TOTAL TENDER PRICE (EXCLUDING HST)				\$ + HST

ESTIMATED TOTAL COST OF LABOUR \$ \_\_\_\_\_ + HST

ESTIMATED TOTAL COST OF MATERIALS \$ \_\_\_\_\_ + HST

## HCM REHABILITATION OF COMMUNITY CENTRE & LIBRARY FACILITY- TENDER

### CONTRACTOR'S TENDER STATEMENT

The Tenderer agrees that, if this tender is accepted by the Municipality:

- The Municipality shall have the right to choose the most beneficial/advantageous lump sum price tendered for this project.
- The Tenderer will carry out any additional or extra work (including the supplying of additional materials or equipment pertaining thereto) or will delete any work as may be required by the Engineered drawings and the CBO/Municipality in accordance with the Contract.
- The carrying out of any work referred to in the proceeding paragraph or the issuance or acceptance of a Contract Change Order relating to such work shall not, except as expressly stated in such Contract Change Order, waive or impair any of the terms of the contract or of any contract change order previously issued by the Municipality or any of the rights of the Municipality under the Contract.
- Extended time for completion of the project must be approved in writing by the Municipality in agreement with the Contractor.
- The Tenderer recognizes and agrees to the right to reject any or all tenders in whole or in part or to accept the tender or parts thereof, judged most satisfactory is expressly reserved by the United Townships of Head, Clara & Maria without liability on the parts of the Council, committee or any consultant. The lowest tender will not necessarily be accepted.
- Tenders which are incomplete, conditional or obscure, or which contain additions not called, for, erasure, alterations, or irregularities may be rejected as informal.
- The anticipated date for work to begin is January 3<sup>rd</sup>, 2022.
- The entire project is to be Substantially Completed by March 31<sup>st</sup>, 2022.
- The tender will be valid for a period of 30 days after the date of closing of Tenders – but will likely be awarded by December 17, 2021.
- The Tenderer agrees that he will furnish to the Municipality copies of all Sub-Contractor Performance Bonds and Labour and Material Payment bonds forthwith upon execution of sub-contracts with his Municipality approved sub-contractors.
- The Tenderer agrees that this tender is subject to a formal contract being prepared and executed.

## HCM REHABILITATION OF COMMUNITY CENTRE & LIBRARY FACILITY- TENDER

### ATTESTATION

My/Our signature below attests to the fact that this bid is prepared and submitted without collusion or deceit.

That I/we expressly warrant that the prices contained in this tender are quoted in utmost good faith on my/our part, without any collusive arrangements or agreement with any other person, partnership or corporation.

I/we expressly represent that I/we am not party or privy to any deceit intending to mislead the Municipality into accepting my/our tender as a truly competitive tender whether to the prejudice, injury or benefit of the Municipality.

I/We, by this tender, offer to complete this Agreement in accordance with the terms contained herein.

I/We have carefully examined the provisions, plans, specifications and general conditions of this Agreement and have carefully examined the site and locations of the work to be done. I/we understand and accept said provisions, plans, specifications and conditions.

For the prices set forth in this tender, I/we hereby offer to furnish all machinery, tools and materials, except as otherwise specified in the Agreement, to complete the work in strict accordance with the provisions, plans, specifications and general conditions referred to in the contract.

I/We agree to have the work completed within a time, to be known as the "time of Completion" in accordance with the project schedule from the date of the written order to commence work.

---

Signature

---

Date

# HCM REHABILITATION OF COMMUNITY CENTRE & LIBRARY FACILITY- TENDER

## SUMMARY OF TENDERER'S EXPERIENCE IN SUCCESSFULLY COMPLETED SIMILAR PROJECTS

DESCRIPTION OF CONTRACT (PROVIDE AT LEAST 3 REFERENCES)	YEAR	PROPERTY MUNICIPALITY	ENTITY/PERSON RESPONSIBLE FOR PROJECT

## LIST OF PROPOSED SUBCONTRACTORS

For the Tenderer's convenience and to ensure that a complete list is submitted with the tender, a list of possible subtrades has been printed below. The Tenderer shall make an entry against each possible subtrade listed either by naming the proposed subcontractor or by entering "by own forces," whichever applies. No spaces are to be left blank.

If, in addition, the Tenderer proposes to subcontract a part of the work which is not listed below, he shall add the subtrade and the proposed sub's name to the list.

Failure by the Tenderer to comply with the foregoing requirements may result in his tender being disqualified by the Municipality.

SUBTRADE	ADDRESS	PROPOSED SUBCONTRACTOR
Finishing – Painting, Tiling		
Electrical		
Plumbing		
Drywall/Framing		
Other _____		



HCM REHABILITATION OF COMMUNITY CENTRE & LIBRARY FACILITY- TENDER

TENDER SUBMISSION SIGNATURE PAGE

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Contractor signature

\_\_\_\_\_  
Position/Title

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Company Seal (if applicable)

\_\_\_\_\_  
Note: If the tender is submitted by, or on behalf of a corporation it must be signed in the name of such corporation by the duly authorized officers and the seal of the corporation must be affixed. If the tender is submitted by a sole proprietor, the signature must be witnessed.



*United Townships of Head, Clara & Maria Council*

**Request for Decision**

Type of Decision									
Meeting Date	Thursday, October 21, 2021				Report Date	Thursday, October 7, 2021			
Decision Required	X	Yes		No	Priority		High	X	Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed
<b>Report #21/10/21/1201 – Municipal Office Schedule</b>									

**Subject:** Municipal Office Schedule

**Recommendation:** That the municipal office business hours be adjusted to be open Monday – Friday, 8:30 am – 4:00 pm and that the Christmas Holiday Office Closure be approved.

**Background/Executive Summary:**

On November 19, 2020 Council passed resolution 19/11/20/005 adjusting the municipal office hours to Monday – Wednesday and Friday from 8:30 am – 4:00 pm and Thursdays from 8:30 am – 6:00 pm.

Since then Staff has maintained these hours and kept a log of the number people who have attended the office on Thursdays past 4:00 pm; which has been three people to date. Staff recommends that municipal office business hours be adjusted to be open Monday – Friday, 8:30 am – 4:00 pm.

With the introduction of online payment options and existing online application processes available, staff feel there is a decreased need for extended hours. If there was ever a circumstance in which a ratepayer needed assistance outside regular office hours, Staff would do their best to accommodate.

Staff would once again like to propose that the municipal office close for a period of time over the Christmas holidays. This will allow staff the opportunity to use vacation banks during a time when office volume is typically slower.

The municipal office was closed from December 24, 2020 – January 4, 2021.

For 2021 the Clerk-Treasurer proposes the following:

Date	Office Status
Wednesday, December 22nd	Office Closed
Thursday, December 23rd	Closed to observe Boxing Day Stat (falls on Sunday)
Friday, December 24th	Closed for Christmas Day Stat (falls on Saturday)
Monday, December 27th – Thursday, December 30th	Office Closed
Friday, December 31st	Closed for New Years Day Stat
Monday, January 3rd	Open Regular Hours

The Clerk-Treasurer will monitor email and voice mail for important or time sensitive concerns and will be required to attend to the office periodically for items such as Payroll and Council Honorarium payments; however, the office would remain closed during those times.

**Financial Considerations/Budget Impact:**

None

**Enclosures:**

None

Approved and Recommended by the Clerk

Crystal Fischer,  
Clerk/Treasurer

Corporate Policies and Procedures			
<b>DEPARTMENT:</b> Human Resources		<b>POLICY #:</b> HR-12	
<b>POLICY:</b> Merit And Bonus Policy			
<b>DATE:</b> December 12, 2012	<b>REV. DATE:</b> August 2021	<b>COVERAGE:</b> All Employees	<b>PAGE #:</b> 1 of 5

**POLICY STATEMENT:**

The Council of the United Townships of Head, Clara & Maria acknowledges that individuals who have achieved “job rate” still deserve increased compensation when their performance warrants it by exceeding the norm for the position they hold. Further they agree that at times, even before reaching the final step on the grid some employees may, in any given year, perform to an extent in which they have earned their step increase but have also performed in such a way as to warrant extra compensation for exemplary performance or contributions to the municipality. This document outlines the policy and guidelines for implementing a merit or bonus policy for Head, Clara & Maria municipal employees.

The following are the principles established to guide those involved in the merit process. As part of the municipality’s role in establishing a decision-making process related to merit, the leader should ensure that the guiding principles of the merit process are an essential component to the implementation and maintenance of the merit process. The principles are defined as follows:

**Effectiveness:**

- All parties fully understand not only the processes, but also their responsibilities within the process;

**Equitable**

- The process must provide similar opportunity for all members to benefit, and must take into account the broad range of positions filled by municipal employees, including those that are primarily self-directed;
- Awards must be provided in a consistent manner across the workplace and appropriately reflect the criteria established;

**Accountability and Transparency**

- All parties must be fully accountable with an appropriate level of checks and balances;
- Decisions in any given year are reported to the individual employee including the reasons why awards were, or were not, given;

Corporate Policies and Procedures			
<b>DEPARTMENT:</b> Human Resources		<b>POLICY #:</b> HR-12	
<b>POLICY:</b> Merit And Bonus Policy			
<b>DATE:</b> December 12, 2012	<b>REV. DATE:</b> August 2021	<b>COVERAGE:</b> All Employees	<b>PAGE #:</b> 2 of 5

- Reports will be maintained in the employee's file;
- Transparency of the decision-making process is of utmost importance.

### Engaging and Affirming

- Awards will recognize exceptional growth as well as continued meritorious application of skills and competencies;
- Provide recognition to employees for their work accomplishments and achievements even if they do not warrant a merit or bonus;
- Tangible and significant awards of merit affirm to employees that their efforts and contribution to their workplace are recognized and valued.

Performance reviews and merit are two separate processes. Performance reviews are meant for employee development. Merit is to award staff for their growth in their accountabilities and competencies.

### Policy:

There are two types of merit available: Lump sum bonus and Base salary increase.

**Lump sum bonus** is a lump sum monetary award that is not added to the member's annual ongoing base salary.

**Base salary increase** is an increase added to an individual member's annual ongoing base salary.

Base salary increase is most appropriate if the employee has demonstrated exceptional performance outcomes, proficiency and job and career growth in all aspects of the position. (E.g. Obtain a designation or completion of a detailed educational program.)

Lump sum bonus is most appropriate if the employee has demonstrated exceptional performance or proficiency that is more one time in nature such as project outcomes or to recognize professional development in which an employee took a course and immediately implemented their learning in the work place as a one-time project or change.

Corporate Policies and Procedures			
<b>DEPARTMENT:</b> Human Resources		<b>POLICY #:</b> HR-12	
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Council shall identify what is meritorious within all positions and ensure all staff are aware of the criteria. Over time a detailed list of examples will be created for reference.

Merit is to recognize those employees who exceed the basic competencies and accountabilities of their position (as outlined in their job descriptions and appraisal forms) and who demonstrate job growth, career growth, high performance outcomes and/or high project outcomes.

- **Job growth** is when an employee has significantly expanded their job responsibilities in ways that exceed the department’s normal expectations.
- **Career growth** is when an employee has been able to demonstrate that their education and/or training has added value to the municipality.
- **Performance outcomes** are when an employee has exceeded the goals that were set out at the beginning of the year.
- **Project outcomes** are when an employee has exceeded expectations in their contributions to a special project.

**Guidelines**

The HCM merit process is one component of the municipal compensation program which includes regular performance appraisals, the opportunity to contribute ideas and affect change, support of ideas, educational and training opportunities and salary grid increases for regular and steady performance.

A merit policy plays an essential role in ensuring that employees can advance based on individual growth in job accountability, development of skills or competencies that are considered to add value to the organization, and the ability to achieve and surpass the goals and objectives of their position.

The merit process reflects an improvement upon the basic compensation principles and supports our goal of municipal excellence.

The Clerk-Treasurer and in the case of the Clerk-Treasurer Council is responsible for initiating the merit process.

Corporate Policies and Procedures			
<b>DEPARTMENT:</b> Human Resources		<b>POLICY #:</b> HR-12	
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Merit recognizes several components.

1. Everyone who is recommended must meet the essential competency and accountability standards for their position.
2. Based on the operational requirements of the municipality when recommending merit increases, the Clerk-Treasurer or Council may take into account the following merit criteria:
  - a) **Job Growth** - significant growth in job accountability;
  - b) **Career Growth** - demonstrated growth in skills or competency that is considered to add value to the municipality;
  - c) **Performance Outcomes** – achievement of goals related to operational requirements and organizational needs that have been identified for the individual;
  - d) **Project Outcomes** - rewarding the successful completion of a special project related to the municipality's operational or strategic goals.
3. The decision should take into consideration the nature of the exceptional contribution; whether it will have a long term benefit for the municipality, (improvements to performance which will be evident for more than one year such as increased education) or is a one-time event or benefit (excellent project management).
4. Merit awards can be allocated as **lump sum bonuses** (for exceptional contributions of a short term nature) or as **base salary merit increase** (for continuous performance which adds to the overall capacity of the organization) **or both**.

### Eligibility

For an employee to be considered for merit, they must be in their current position for at least one year and for the entire current calendar year.

Prerequisite for consideration of a merit award is successfully meeting all of the basic requirements and expectations of the position as defined by the job description and the performance appraisal form.



<b>Corporate Policies and Procedures</b>			
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<b>DATE:</b> December 12, 2012	<b>REV. DATE:</b> August 2021	<b>COVERAGE:</b> All Employees	<b>PAGE #:</b> 5 of 5

### **Merit Distribution**

An employee can be awarded both a base and one-time award. Where circumstances warrant, an employee can also be awarded two allocations of either base or bonus merit. Merit allocations cannot be broken into partial awards.

In determining the amount of lump sum performance awards, the importance and impact of results achieved as well as how the results were achieved (demonstration of meeting key job position duties, values and ethics) are taken into consideration.

### **Clerk-Treasurer/Council Role**

The following is a summary of the Clerk-Treasurer or Council's role in ensuring a successful merit process:

1. To champion and lead the merit process within the workplace.
2. To ensure that timelines are met by completing the process prior to December 31 in any given year.
3. To evaluate the merit processes within the municipality and implement changes as needed, including debriefing with Council and staff.
4. Council is to provide or give final approval of the merit/bonus award decisions for all employees and initiate the process for the Clerk-Treasurer position.
5. To ensure no conflict of interest, or address potential conflicts of interest within the process.
6. Council in coordination with the Clerk-Treasurer establish and communicate the criteria for awarding merit.
7. To explain why a person was recommended for merit, taking into account criteria that were identified and used to make the decision.
8. To communicate to staff the factors that will be used in making a decision.
9. To communicate to staff the factors that will be used in making a decision are identified and communicated to persons to be assessed.



<b>Head, Clara &amp; Maria Policies and Procedures</b>			
<b>DEPARTMENT: Human Resources</b>			<b>POLICY #: HR-13</b>
<b>POLICY NAME: Policy &amp; Guidelines on Attendance Control</b>			
<b>DATE:</b>	<b>REV. DATE:</b> October 2021	<b>APPROVED BY:</b> Council	<b>PAGE #:</b> 1 of 3

**POLICY STATEMENT:**

The Townships contract with individuals to perform the services necessary for the Townships to meet its objectives and overall mandate. In exchange for agreed upon wages and benefits, employees must maintain an attendance record satisfactory to the Township.

**DEFINITIONS:**

**Job Absence**

Job Absence is defined as the failure of an employee to report for work as scheduled regardless of whether or not such failure to report is excused.

**Culpable Absenteeism**

Culpable Absenteeism means that the employee has faulted. It includes absence without leave, abuse of a granted leave of absence, failure to notify of an absence, falsification of medical records, and problems such as lateness, leaving early, or overstaying breaks.

**Non-culpable Absenteeism**

Non-Culpable Absenteeism is defined as the excused failure to attend work due to circumstances beyond the employee's control (usually illness) whether chronic or a variety of separate illnesses, causing either one long absence or frequent short-term absences.

**GUIDELINES:**

1. Absence from part or all of a schedule must be for good and sufficient cause and it is the responsibility of the employee's supervisor to ensure that the cause is known and that the proper supporting documentation (if required) is filed.
2. Absence due to illness or injury is reported to the supervisor or Clerk-Treasurer. It is the responsibility of the employee to indicate the nature of the illness or injury, whether or not medical attention is being sought, probable duration if known, and whether or not a chronic condition is involved.
3. An employee's access to programs that allow the continuation of salary and benefits may be conditional upon presentation of appropriate medical certification. False access to a salary and benefit continuation program is a serious offence and will result in discipline and potential termination.
4. During any period of disability an employee must be accessible for medical review and

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consistent with the medical review, for modified work if available.

5. Corrective measures are considered on any and all absence. Action is required when:
  - a. Abuse is found,
  - b. The employees past attendance record indicates poor/unacceptable attendance over a period of time, and
  - c. There is little likelihood of regular future attendance.
6. In the event of any of the above circumstances, the supervisor must initiate one of the following procedures
  - a. For Non Culpable Absence:
    - i. In the case of Partial Attendance, the following apply:
      - In the event that an employee develops a chronic condition that affect his/her ability to maintain a regular and acceptable attendance record, a medical report is required from the employee's physician giving the prognosis and a clear indication of whether or not the employee is able to maintain a regular and acceptable attendance record.
      - If the prognosis indicates that the employee is capable of performing the work, the expectations for improvement are discussed with the employee followed by a written summary.
      - If the prognosis indicates that the employee is incapable of performing the normal functions of the position on a regular basis in the future, consideration is given to available alternate employment. If no alternate work within the capacity of the employee exists with the Townships, steps are taken to terminate the employment arrangement.
    - ii. In the case of Continuous Absence, the following applies:
      - An employee may be absent for a continuous period of time as a result of illness or injury. In such circumstances the employee must advise the supervisor as to the nature of the illness or injury, and the estimated duration of the absence. The supervisor notifies the Clerk-Treasurer or Council and the Clerk-Treasurer then conducts the necessary follow-up. The Clerk-Treasurer and the employee are expected to review and participate in early return modified work programs suitable to the employee's abilities.

<b>Head, Clara &amp; Maria Policies and Procedures</b>			
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b. For Culpable Absence

i. In the case of Irregular Attendance

- Review the attendance record and all other relevant information, to determine if any pattern exists in late reporting, overstaying breaks, or whole or part day absences. If an excess or pattern exists, meet with the employee and discuss the problem. Identify the nature of the problem and set out a corrective plan of action with the employee. Set out the problem and the agreed-upon plan of action in writing.
- Monitor the progress on an ongoing basis. Meet with the employee after three months, or earlier if attendance record dictates. If the attendance problem is corrected, the employee is so advised in writing. In the absence of a corrected situation the Clerk-Treasurer meets with the employee, and the employee is given the opportunity to explain the lack of progress. If an explanation is not given, or if it is inconsistent with known facts, the employee is so advised. A written summary is prepared in conjunction with proposed corrective action and referred to council. Through employee information, medical information provided by the employee, or prognosis of an appointed physician, determine if regular and acceptable levels of attendance can be expected in the future
- If the problem involves a chronic condition it is dealt with accordingly (see section 6(a) on non-culpable absence).
- If the problem is identified as culpable at any point in the process, disciplinary and/or discharge procedures are considered as per the Townships discipline and dismissal policy.



*United Townships of Head, Clara & Maria Council*

**Request for Decision**

Type of Decision									
Meeting Date	Thursday, October 21, 2021				Report Date	Thursday, October 14, 2021			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed
<b>Report #21/10/21/1501 – Procedural By-Law Amendment</b>									

**Subject:** Amendment of Procedural-By Law (2021-01) to include First Nations land acknowledgement

**Recommendation:** That Council approve the necessary amendment to the Procedure By-law, in order to incorporate a Land Acknowledgement Statement at the regular or special Council meetings.

**Background/Executive Summary:**

At the September 22, 2021 Regular Meeting of Council, Mayor Debbi Grills requested that a Notice of Motion be presented to Council for consideration in amending 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 thousands of years.*

In order for the land acknowledgment to be spoken, printed or projected at the beginning of regular or special Council meetings, Procedural By-Law 2021-01 must be amended to include reference to the land acknowledgement.

Specifically, "Schedule B" to the By-Law, "Agenda" will include:

**"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 thousand of years."*

This will appear after Call to Order and a Moment of Silent Reflection and before Roll Call.

The updated version of Schedule B to the Procedural By-Law has been enclosed.

**Financial Considerations/Budget Impact:**

None

**Enclosures:**

Schedule B to the Procedural By-Law

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

