



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

### **Minutes of June 12, 2018**

Minutes of a regular meeting of Council held on Tuesday, June 12, 2018 at 19:00 h. in the Municipal Hall.

1. **CALL TO ORDER & MOMENT OF SILENT REFLECTION** – Let us take a moment of silent reflection to contemplate in our own way the responsibility we have to collectively use our skills and experience to ensure the mutual long term benefit of our Municipality and those we represent.
2. **ROLL CALL** – The following persons were present: Mayor Bob Reid, Councillors: Calvin Chartrand, Cathy McKay and Ernie Villeneuve.

**Staff:** Melinda Reith, Clerk; Crystal Fischer, Administrative Assistant; approximately 20 members of the public.

**Absent/Regrets:** Councillor Nancy Rose, Noella LeBreton, Treasurer

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

**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**  
Pecuniary Interest applies to you if it applies to clubs/organizations you are involved in, your employer, or activities of your children, parents or spouse.

#### 5. **DEPUTATIONS/PRESENTATIONS**

- i. Deep River and District Hospital – Major Campaign Presentation – 2018
- ii. Upper Ottawa Valley Ontario Provincial Police – Inspector Stephen Neufeld
- iii. Todd Dowser – Missing Link Snowmobile Club – New Trail Proposal – Algonquin Trail through Stonecliffe

#### 6. **ADOPTION of MINUTES of PREVIOUS MEETINGS (INCLUDING COMMITTEES)**

- i. Council Minutes – June 12, 2018

Resolution #12/06/18/001

Moved by Councillor McKay and seconded by Councillor Chartrand

**BE IT RESOLVED THAT** the minutes of the regular meeting of Tuesday, May 15, 2018 be accepted as presented.

Carried Unanimously

- ii. Rural Mayor's Forum of Eastern Ontario - none
- iii. Library Board - information
  - i. May 3, 2018
- iv. Recreation Committee – information
  - i. May 16, 2018

#### 7. **CORRESPONDENCE & PETITIONS**

- i. Halton Region – re: Support on Court Application Involving the CN Truck-Rail Development in the Town of Milton

Resolution In Support

Moved by Councillor McKay and Seconded by Councillor Chartrand

**WHEREAS** under the *Municipal Act*, Ontario municipalities have the authority and responsibility to advance and protect the “economic, social and environmental well-being of the municipality” and the “health, safety and well-being of persons”;

**WHEREAS** the Provincial Government has designated Ontario municipalities to have responsibility to establish official plans that meet or exceed provincial standards for managing and directing physical change and effects on the social, economic, built and natural environment;

**WHEREAS** CN Rail has declared that the Province of Ontario and the Halton Municipalities (the City of Burlington, the Town of Halton Hills, the Town of Milton and the Town of Oakville) and Conservation Halton have no regulatory role whatsoever with respect to a proposed truck/rail development that will have a direct impact on the economic, social and environmental well-being of the municipality and health, safety and well-being of residents;

**WHEREAS** the Halton Municipalities and Conservation Halton recognize that railways are a matter of federal jurisdiction, but assert that truck-rail developments have non-rail aspects that engage multiple areas of provincial and municipal government regulatory responsibility;

**WHEREAS** the Halton Municipalities and Conservation Halton have commenced a Court Application to confirm their legitimate regulatory role in respect of the CN development;

**WHEREAS** CN's position that its proposed truck-rail development falls exclusively under federal jurisdiction, if upheld, would create a regulatory gap that would prevent the Province of Ontario, the Halton Municipalities and Conservation Halton from discharging their statutory responsibilities, and leave CN Rail, a for-profit company, to self-regulate on matters that engage provincial and municipal responsibilities; and

**WHEREAS** irrespective of the merits of CN's proposed development, CN's interpretation of jurisdiction over this development, if upheld, would be detrimental to all provinces and municipalities that contain existing or proposed developments that engage matters of federal, provincial and municipal regulatory interest;

**NOW THEREFORE BE IT RESOLVED:**

1. **THAT** the United Townships of Head, Clara & Maria endorse the principles that:
  - a. there must be a cooperative approach to all developments that engage federal, provincial and municipal regulatory matters.
  - b. the existence of federal regulation over a development does not preclude and may require provincial and municipal regulation of the proposed development to avoid regulatory gaps.
2. **THAT** the municipality calls on the Government of Ontario to join the court Application of the Halton Municipalities.
3. **THAT** copies be forwarded to the appropriate associations for support.  
Carried Unanimously
  - ii. RCDSB – Facility Services – re: Wise Use of Resources Meeting – information
  - iii. AMO – Webinar – re: Social Media – information
  - iv. News Article – re: Highway Emergencies and Risks to Municipalities – information
  - v. Danielle Klooster – re: Six Awesome Reasons to Run for Municipal Office – information
  - vi. Danielle Klooster – re: Five Terrible Reasons to Run for Municipal Office – information
  - vii. News Article – re: Volunteer Firefighter Dilemma – information
  - viii. Infrastructure Canada News – re: High-Speed Internet and 4G in every Northwest Territories community – information
  - ix. OGRA – re: Invitation to join the “Preferred Autonomous Vehicles Test Corridor” – information

- x. FCM – re: New Municipal Asset Management Program to be implemented by January 2019 – information
- xi. HCM – re: Municipal Budgeting Presentation 2015 – information
- xii. L1 – OPP – re: new programming - information
- xiii. L2 – Todd Dowser – re: complaints about waste management – information
- xiv. L3 – Bob Elder – re: MLSC – new route - information

**8. STAFF REPORTS**

- i. Report #12/06/18/801 – Clerk’s Report
- ii. Report #12/06/18/801- A – Clerk’s Report - Education and Training Bill 68 Policies
  - i. Open generator bids – Kevin Walker was the successful bidder at \$2,500
- iii. Report #12/06/18/802 – Treasurer’s Report - none
- iv. Report #12/06/18/803 – Mayor’s Report – verbal
  - i. Attended Health and Social Services – did not attend County Council meeting – wife’s health issues
- v. Report #12/06/18/804 – Admin Assistant Report

**9. FINANCIAL REPORTS**

i. Cheque Log  
 Resolution #12/06/18/002  
 Moved by Councillor Chartrand and Seconded by Councillor McKay  
**BE IT RESOLVED THAT** the Cheque log from January 1, 2018 – June 6, 2018 totalling \$63,715.91 be accepted as presented.  
 Carried Unanimously

ii. Income Statement  
 Resolution #12/06/18/003  
 Moved by Councillor McKay and Seconded by Councillor Chartrand  
**BE IT RESOLVED THAT** the Income Statement from January 1, 2018 – June 7, 2018 be accepted as presented.  
 Carried Unanimously

**10. BY-LAWS - none**

**11. UNFINISHED BUSINESS**

- i. Report #12/06/18/1101 – Resolution from Clerk’s Report - Integrity Commissioner report – 12/06/18/801- A May meeting

Resolution #12/06/18/004  
 Moved by Councillor Chartrand and Seconded by Councillor McKay  
**WHEREAS** Council has reviewed the information provided during training by the Municipal Integrity Commissioner in April;

**THEREFORE BE IT RESOLVED** that Council will comply with recommendations and direction of this newly appointed investigator and hereby direct that:

1. The Library Board be asked to adopt a Code of Conduct for itself;
2. Staff begin the process of creating a Risk Management Policy to present to Council for adoption;
3. Staff stop the practice of recording closed meetings;
4. Staff and Council make use of the “Notice of Motion” process;
5. Staff consult with Wishart to investigate contracting for legal representation.

Carried

**Recorded Vote**  
 Chartrand, C      Yea   x   Nay         
 McKay, C          Yea   x   Nay         
 Reid, B            Yea   x   Nay         
 Rose, N            Yea     Nay     - Absent  
 Villeneuve, E      Yea     Nay   x

ii. Report #12/06/18/1102 – The Algonquin Trail Update

Resolution #12/06/18/005

Moved by Councillor McKay and Seconded by Councillor Chartrand

**WHEREAS** stakeholder consultation and staff research has identified a number of concerns with the creation and use of a multi-use recreational trail in Head, Clara & Maria;

**AND WHEREAS** Council has an obligation to ensure that actions taken and decisions made by Council and the municipality are compliant with legislation from all levels and consider effective risk management tools;

**AND WHEREAS** only through legislated actions taken in good faith having considered all relevant information provided are Council members, employees and officers protected under section 448 of the *Municipal Act*;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby enact as follows:

1. That staff ensure that Land Use Agreements are completed for all lands used by OFSC or OFATVC in the future to indemnify the municipality;
2. That municipal liability insurance be doubled from \$25 million to \$50 million as recommended by the municipal insurer at an annual premium increase of at least \$1,500;
3. That a Use of Snowmobiles within the Municipality By-Law be created;
4. That a Use of Off Road Vehicles within the Municipality By-Law be created;
5. That a By-Law Enforcement Officer position be implemented and filled to enforce new and existing municipal by-laws;

Carried

**Recorded Vote**

Chartrand, C	Yea <input checked="" type="checkbox"/> Nay <input type="checkbox"/>
McKay, C	Yea <input checked="" type="checkbox"/> Nay <input type="checkbox"/>
Reid, B	Yea <input checked="" type="checkbox"/> Nay <input type="checkbox"/>
Rose, N	Yea <input type="checkbox"/> Nay <input type="checkbox"/> - Absent
Villeneuve, E	Yea <input type="checkbox"/> Nay <input checked="" type="checkbox"/>

Resolution #12/06/18/006

Moved by Councillor Chartrand and Seconded by Councillor McKay

**WHEREAS** the stakeholder consultation sessions which occurred over 6 or more weeks related to the Algonquin Trail have resulted in a wide spectrum of input, ideas and suggestions;

**AND WHEREAS** it must be recognized that any decision of Council may be amended, adapted, overturned and/or built upon in the future as the situation evolves and new information becomes available;

**THEREFORE BE IT RESOLVED THAT** The Council of the United Townships of Head, Clara & Maria does hereby direct staff to work with volunteers to develop terms of reference for and eventually appoint an Algonquin Trail Task Force to work with all stakeholders and residents to inform future councils on long term plans and development of the trail and surrounding areas within the community;

**AND FURTHER THAT** until the time that this process is complete that Council maintains its position and requests that the County of Renfrew meet with representatives of Head, Clara & Maria staff and Council to discuss the future of the Algonquin Trail within our municipal boundaries paying particular attention to resolving concerns related to increased municipal costs directly attributable to the trail including as a minimum the following;

1. Rescinding the resolution dictating that the lower tier must come up with and fund any by-passes;
2. Address trespass to property issues and take active steps to manage the trail's current unauthorized use within Head, Clara & Maria immediately;
3. Complete the proper process of a Zoning By-Law amendment to change the zoning of the lands from residential to "Trails, active" and/or "Trails, passive" as per Council's decision complete with formalized mapping;
4. Written assurance from the County that the municipality is protected and indemnified by the County and its lessees with respect to the general use of the rail corridor through Head, Clara & Maria, and specifically with respect to travel over/across municipal roads and any unopened road allowances;
5. That the municipality is named as an additional insured in all trail insurance policies;
6. That the County ensures that a proper management plan is developed and managed by any lessees to address issues of waste, washroom facilities, speed and trespass;
7. A written commitment from the County of Renfrew to provide resources to enforce trail rules, and/or to provide and finance an increased police or by-law enforcement presence to offset foreseeable municipal costs;
8. A written commitment from the County of Renfrew to provide financial assistance with fire management and suppression costs due to increased trail use and to assume the municipal cost of fires that can be linked directly to trail use;
9. Written assurance that when the corridor is brushed, waste materials will be properly disposed of and not left along the trail increasing forest fire risk;
10. That due to the length of the Zoning By-Law amendment process, that Council consider implementing a Temporary Use By-Law to allow the use of approved sections of the trail for snowmobiling for the 2018-2019 winter season in specific areas as to be determined by Council in consultation with the Missing Link Snowmobile Club.

**AND FURTHER THAT** Council provide staff direction to create a map detailing approved motorized and non-motorized use throughout the municipality to submit to the County for their long term planning purposes;

**AND FURTHER THAT** Council provide staff direction for approved routes for the coming winter season for snowmobiling recognizing that Council is not willing to provide its approval for use until its concerns for public safety, trespass, policing and indemnification have been resolved;

**AND FURTHER THAT** until the County has upgraded the trail for proper summer use, that Council withhold its permission for summer motorized use along the length of the trail;

**AND FURTHER THAT** staff will work with Chris Emery and Penny and Bruce Farnell to draft terms of reference for the committee; to bring back to Council for approval and further appointments in the future.

Carried Unanimously

## **12. ADDENDUM (NEW BUSINESS)**

- i. Report #12/06/18/1201 – Severance Boudreau Property

Resolution #12/06/18/007

Moved by Councillor McKay and seconded by Councillor Chartrand

**WHEREAS** Council has the authority and responsibility to comment on requests for severance within its municipal boundaries;

**AND WHEREAS** Council does recognize the value in increased development within our community for a large variety of reasons;

**THEREFORE BE IT RESOLVED THAT** The Council of the United Townships of Head, Clara & Maria does hereby authorize staff to favourably comment on the request for severance and approve the requests through the Municipal Report to the County for file numbers B03/18(1), B04/18(2) and B05/18(3);

**AND FURTHER THAT** this municipality agree with the County and request that the property owner meet the recommendations of the County Planner and meet the conditions for consent as detailed in the planning report by provide for each new parcel:

1. A registered plan of survey;
2. A Zoning By-Law amendment;
3. A Private Road Agreement; and
4. A Development Agreement.

Carried Unanimously

- ii. Report #12/06/18/1202 – Waste Management By-Law Review

Resolution #12/06/18/008

Moved by Councillor Chartrand and seconded by Councillor McKay

**WHEREAS** the Waste Management By-Law was passed in 2012 and requires regular review;

**AND WHEREAS** concerns with some practises have been raised by staff;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby agree to:

1. Eliminate the fee for the acceptance of white goods at the municipal disposal sites unless they require processing prior to being removed by the scrap metal processor;
2. Eliminate the fee for the acceptance of contaminated soil suitable for cover at the sites unless the site has to be opened to accommodate the contractor's schedule;
3. Other – direct staff to bring back in September.

**AND FURTHER THAT** this resolution becomes effective immediately.

Carried Unanimously

13. **CLOSED SESSION** – Report #12/06/18/1301 – To receive a letter from the Municipal Integrity Commissioner under section 239 (2) (b) personal matters about an identifiable individual, including municipal or local board employees

Resolution #12/06/18/009

Moved by Councillor McKay and seconded by Councillor Chartrand

**WHEREAS** the *Municipal Act* allows for closed meetings under section 239;

**THEREFORE BE IT RESOLVED THAT** this meeting go into an in camera session at 20:47 h to discuss personal information about identifiable individuals including municipal and local employees under section 239 (2) (b) in relation to Workplace Violence and Harassment Policy Complaints and subsequent report to Council.

Carried Unanimously

Resolution #12/06/18/010

Moved by Councillor Chartrand and seconded by Councillor McKay

**WHEREAS** Council went into closed session to discuss personal information about an identifiable individual and labour matters and did receive a confidential harassment complaint report from the municipal Integrity Commissioner;

**THEREFORE BE IT RESOLVED THAT** this meeting come out of closed session at 20:55 h. and the public portion of the meeting continue. Let it be public record that no business of Council was advanced during this closed session aside from providing direction to employees.

Carried Unanimously

**14. BUSINESS ARISING FROM CLOSED SESSION** - Report #12/06/18/1301 – To receive a letter from the Municipal Integrity Commissioner under section 239 (2) (b) personal matters about an identifiable individual, including municipal or local board employees

Resolution #12/06/18/011

Moved by Councillor McKay and seconded by Councillor Chartrand

**WHEREAS** council has received the Integrity Commissioner’s review of the Harassment Complaint report under the Municipal Workplace Violence and Harassment Policy outlining concerns and recommendations;

**AND WHEREAS** Council has a legal obligation to ensure that an appropriate investigation has been completed and to ensure that all workers are entitled to a safe and healthy workplace;

**AND WHEREAS** the Integrity Commissioner’s report includes in part comments very similar to that from Cunningham Swan:

1. that a formal complaint policy is needed along with the appropriate training; and
2. that training be completed to provide recommendations as to how to proceed in a professional manner.

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby reject in a large part the conclusions of the original report completed by Mr. Curtis;

**AND FURTHER** authorizes staff to accept Mr. Wray’s recommendations and schedule policy training for Council members and staff to be held as soon as possible.

Carried

**Recorded Vote**

Chartrand, C	Yea <input checked="" type="checkbox"/> Nay <input type="checkbox"/>
McKay, C	Yea <input checked="" type="checkbox"/> Nay <input type="checkbox"/>
Reid, B	Yea <input checked="" type="checkbox"/> Nay <input type="checkbox"/>
Rose, N	Yea <input type="checkbox"/> Nay <input type="checkbox"/> - Absent
Villeneuve, E	Yea <input type="checkbox"/> Nay <input type="checkbox"/> - ?

**15. QUESTIONS AND ANSWERS**

Resolution #12/06/18/012

Moved by Councillor Chartrand and seconded by Councillor McKay

**WHEREAS** the budget process has been delayed due to staff illness;

**AND WHEREAS** staff will work with the municipal auditor to complete the budget documents as soon as possible but prior to Ontario Property Tax Assessment deadlines for taxation purposes;

**THEREFORE BE IT RESOLVED THAT THE COUNCIL** of the United Townships of Head, Clara & Maria does hereby direct staff to schedule a special meeting of Council to be held as soon as possible on Tuesday, June 19 or Wednesday, June 20 at 7:00 p.m. to adopt a municipal budget for 2018 and to adopt a final tax bill by-law setting rates for 2018;

**AND FURTHER THAT** due to these special circumstances Council waives the 2 week special meeting notice provision and will hold a meeting as soon as the auditor and staff have documents available for Council, ensuring of course that staff make them available to the public electronically immediately upon document completion.

Carried Unanimously

1. Question – Councillor Villeneuve concerning information about the latest article in the NRT – is that the official position of Council? That “we have not been dealt with very well by this club and the County”.
  - a. Mayor and remaining council members – “Yes, along with the District OFSC.”
2. Mayor Reid – Comments – he has been receiving complaints concerning the condition of roads – grading – is bad this year. A number of roads need to be retouched. Calcium will be on the roads Monday.

## 16. CONFIRMATION OF PROCEEDINGS

Resolution #12/06/18/013

Moved by Councillor McKay and seconded by Councillor Chartrand

**BE IT RESOLVED THAT** By-Law 2018 - 11 being a by-law to confirm proceedings of the Council of the United Townships of Head, Clara & Maria at its meeting held on Tuesday, June 12, 2018 be read a first time short and passed.

Carried Unanimously

## 17. ADJOURNMENT

Resolution #12/06/18/014

Moved by Councillor Chartrand and seconded by Councillor McKay

**BE IT RESOLVED THAT** this meeting adjourn at 21:07 h. to meet again on Tuesday, September 11, 2018 at 19:00 h.

Carried Unanimously

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**MAYOR – BOB REID**

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**CLERK – MELINDA REITH**

### Notes to Council meeting - Deputations

#### Karen and Ashley – DRDH Foundation

- Roll out of their new funding campaign for new hospital equipment – will be linked with Ottawa hospitals.
- Haven’t done anything of this size before. Will be rolled out soon.
- Getting the story out there, advice, information going forward to how we can work together.
- Equipment we have today is getting old – how new the technology is today and how out of date our equipment is.
- Definite need. Important – functions – social at the hall, we could get information out to the public. It’s important – we welcome volunteers - any time, any amount of time – an hour a year to whatever – want to have fun and raise the money.

#### Inspector Neufeld – Upper Ottawa Valley Detachment Commander

- Early December 2017 – first time working in Valley. White Lake.
- 6<sup>th</sup> detachment – all over Eastern Ontario.
- Challenges detachment is facing- legalization of marijuana – how to tackle that.
- Drinking and driving – drugs and driving – cognizant. Role – protection of public.
- Impaired driving aspect – trained in drug recognition.
- Strategic Plan – how are we advancing our organization – leadership? Key piece – leadership component – retirees and transfers. Positions have all been filled.
- 2 officers up and down that highway every day. All cars have mobile work stations. Officers can complete reports right in their car.
- Introduction Dictaphone – call up to headquarters – tells a civilian – who inputs data – phase 1. Phase 2 – every car has a blackberry device. Done before you leave the call – efficiencies.
- Our goal is to be pro-active and to reduce calls for service – billable to the community so we don’t have to charge you. Excuse my language...We all know there are idiots on the highway.
- SAVE team. Snowmobile, ATV and vessels – out of Smith Lake – recreational – enforcement – on waterways. Have priority – rely on analytics – we see that July long weekend – last 2 years in a row – 2 drownings – this year we’ll have a boat there. Finite amount of resources to spread around - don’t have the days of riding around looking for infractions – or waiting to catch speeders– we just can’t do that



anymore – not financially viable – looking at policing as a business – resources where they need to be at the right time for the right reasons. Sometimes won't be available for other things – all is important, have to prioritize.

- We get a call - Cars are speeding on my road – now we need to analyse this – what time, how many cars, what day. Speed measuring device – leave for a week – average speed, number of cars – is it really an issue – really a problem – if not – we won't go there. If it is a problem – we can send someone for when the infraction normally takes place. We can see exactly who is going by at a certain time and place. Say – each morning, same time – taking kids to school – going to work. Excessive speed. They we'll send a cruiser there for that specific time, for that specific individual. Target that area for that time only. We can't send a car for hours. Everything we do now has to be much more exact. Specific to the details of the incidents.
- Need to send resources where we need them. Where we can show they are needed, where they will do the most benefit. Where should they be, when? With requests, will go where there is heavy traffic – fishing derby – heavy amount of traffic on the river. Enforcement – any drinking and driving – life jacket – zero tolerance. Whistles, bailing device – maybe a fine – maybe a warning – drinking and driving – zero tolerance.
- Marine units in Pembroke. Fishing derby in area – Seadoos – presence there.
- Question - You have snowmobiles and ATVs you put on the trails too? Yes, the detachment and SAVE does. Still limited resources. Where there are big ATV rally's they'll be there too. Will be there when needed for larger events.

#### **Todd Dowser – MLSC Presentation**

- We want to get on the trail at Red Fox, come west across Pine Valley Road – and off east of Elder's crossing. Along by the graveyard, along Logger's Road.
- There are some challenges. Think we can do things that will naturally reduce speed. Exploring different safety strategies. Community safety corridor. Get speed down. Address previous safety, noise and speed issues.
- Photos – better view of how it will go along the road.
- Permission to travel along Logger's Road – permission to brush the road.
- Guide wire along one of the roads – need to work with Hydro One.
- Double check that everyone is OK with what we are trying to do – 10-12 feet, is what we need to get through there.
- Pretty excited about this. Hope we can move forward.
- McKay – called a few of the effected residents – walked it – most are OK with it.
- Chartrand – good - keep them on the trail and not the road; don't groom the road.
- Villeneuve – I think it's good.
- Mayor Reid – I looked at it – does make sense to me. We tried to get together; I would have made sure I was here. Wasn't able to attend the first time. Moving forward it's a viable option.
- Thank you.