



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

**Minutes of October 16, 2018**

Minutes of a regular meeting of Council held on Tuesday, October 16, 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, Nancy Rose and Ernie Villeneuve.

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

**Consultants:** Peggy Young Lovelace, Expertise for Municipalities

**Absent/Regrets:** 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. Jon Desjardins – Plowing Old Mackey Park for access to the Ottawa River

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

- i. Council Minutes - September 11, 2018

Resolution #16/10/18/001

Moved by Councillor McKay and seconded by Councillor Chartrand

**BE IT RESOLVED THAT** the minutes of the regular meeting of Tuesday, September 11, 2018 be accepted as presented.

Carried

Refer to closed session for additional discussion.

**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 checked="" type="checkbox"/> Nay <input type="checkbox"/>
Villeneuve, E	Yea <input type="checkbox"/> Nay <input checked="" type="checkbox"/>

- ii. Rural Mayor's Forum of Eastern Ontario – none
    - iii. Library Board – none
    - iv. Recreation Committee – information
      - i. August 8, 2018
      - ii. September 19, 2018

## 7. CORRESPONDENCE & PETITIONS

### Petitions - none

#### Correspondence

- i. Township of Montague – re: Request for Municipal Consultation prior to modifying Legislation  
**Action:** Clerk to create a letter in support
- ii. Jim Fitton – re: Request for Support of Position to Request that MTO stays as management for the highways in our area  
**Action:** Clerk to create a letter in support
- iii. ORNGE Air – re: response to question concerning use of heli-pad  
**Action:** Clerk to bring issue to new Council for decision – cost of removal of trees.
- iv. AMO – re: Position on City of Toronto ward changes – information
- v. Ministry of Community Safety and Correctional Services MCSCS – re: 2017 Compliance – information
- vi. AMO – re: Province to Introduce Private Cannabis Retain Legislation with Municipal Opt out
- vii. Ontario Highlands Tourism Organization – re: Invitation to attend – information
- viii. OPP Community Release – re: Stats – information
- ix. OPP – re: Cyber Crime Alert – information
- x. Friends of the Ottawa Valley Rail Trail – re: Boycotting Opening of OVRT – information
- xi. MCSCS – re: Repeal of the Firefighter Certification Regulation – information
- xii. Stewardship Ontario – re: Funds available for blue box payments 2017-2018 – information
- xiii. AMO – re: Bill 36 Ontario Cannabis Statute Law Amendment Act, 2018 –
- xiv. Federal Gas Tax Program – re: Funds invested and HCM projects – information
- xv. County Communique – re: County Council News – information
- xvi. L1 – OPSEU – re: Downloading of Private Cannabis Shops onto Municipalities  
**Action:** Clerk to bring back to the next Council – can opt out now and join later, if you don't opt out – you're stuck with it.
- xvii. L2 – OPP – re: Elections Signs and Charges – information
- xviii. L3 – AMO – re: Bill 36, Municipalities and Cannabis
- xix. L4 – NRT – re: County Council members to Get Pay Increase – information

## 8. STAFF REPORTS

- i. Report #16/10/18/801 – Clerk's Report
- ii. Report #16/10/18/802 – Treasurer's Report – none
- iii. Report #16/10/18/803 – Mayor's Report
  - i. Attended three meetings of County council – zoning by-law amendment meeting at the county of Renfrew
- iv. Report #16/10/18/804 – Admin Assistant Report

Resolution #16/10/18/002

Moved by Councillor Chartrand and Seconded by Councillor McKay

**WHEREAS** the purpose of this resolution is to provide the municipality with flexibility in the signing of various documents to improve the efficiency of business operations and yet maintain effective internal controls and approval processes.

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

**THAT** the due to staff leave, Crystal Fischer is appointed as an alternate for the Clerk until changed by resolution of Council effective as soon as this resolution is adopted.

Carried Unanimously

Resolution #16/10/18/003

Moved by Councillor McKay and Seconded by Councillor Chartrand

**WHEREAS** the Clerk/CAO performance Appraisal is required to be completed;

**AND WHEREAS** the Procedure By-Law allows for Council to call a special meeting of Council via resolution;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby call a special closed meeting of Council for Tuesday, November 13, 2018 at 7:00 p.m. to complete the Clerk/CAOs Performance Appraisal;  
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 checked="" type="checkbox"/> Nay <input type="checkbox"/>
Villeneuve, E	Yea <input type="checkbox"/> Nay <input checked="" type="checkbox"/>

Resolution #16/10/18/004

Moved by Councillor Chartrand and Seconded by Councillor McKay

**WHEREAS** cybercrime and ransomware cases are on the rise with municipalities being targeted more frequently;

**AND WHEREAS** insurance policies have been created to protect to some degree municipalities;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby authorize staff to contract for this additional coverage effective immediately.

Carried Unanimously

**9. FINANCIAL REPORTS**

i. Cheque Log

Resolution #16/10/18/005

Moved by Councillor McKay and Seconded by Councillor Chartrand

**BE IT RESOLVED THAT** the Cheque log from January 1, 2018 – October 11, 2018 totalling \$108,532.22 be accepted as presented.

Carried Unanimously

ii. Income Statement

Resolution #16/10/18/006

Moved by Councillor Chartrand and Seconded by Councillor McKay

**BE IT RESOLVED THAT** the Income Statement from January 1, 2018 – October 11, 2018 be accepted as information as presented.

Carried Unanimously

**10. BY-LAWS**

i. Report #11/09/2018 – 1001 – Tree Canopy By-Law 2018-23 – ongoing

ii. Report #11/09/2018/1002 – ATV and Off Road Vehicle By-Law 2018-19

Resolution #16/10/18/007

Moved by Councillor McKay and Seconded by Councillor Chartrand

**WHEREAS** The ATV and Off Road Vehicle By-Law has received its first reading at the September 11<sup>th</sup> meeting and staff did make amendments as directed by Council;

**THEREFORE BE IT RESOLVED THAT** in order to permit off road vehicle use in a safe and controlled manner, and to provide a document which Ontario Provincial Police and any municipal enforcement staff might use to enforce municipal rules, the Council of the United Townships of Head, Clara & Maria does approve the attached by-law number 2018-19, ATV and Off Road Vehicle By-Law as amended to become effective immediately on final passing.

**AND FURTHER THAT** this by-law be READ a second and third time and finally passed this 16<sup>th</sup> day of October, 2018.

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 checked="" type="checkbox"/> Nay <input type="checkbox"/>
Villeneuve, E	Yea <input type="checkbox"/> Nay <input checked="" type="checkbox"/>

iii. Report #11/09/2018/1003 – Snowmobile By-Law 2018-20  
Resolution #16/10/18/008

Moved by Councillor Chartrand and Seconded by Councillor McKay

**WHEREAS** Council at its meeting of September 11<sup>th</sup> did give this by-law a first reading and recommended changes which have been completed;

**THEREFORE BE IT RESOLVED THAT** in order to permit snowmobile use in a safe and controlled manner, and to provide a document which Ontario Provincial Police and any municipal enforcement staff might use to enforce municipal rules, the Council of the United Townships of Head, Clara & Maria does approve the attached by-law number 2018-20, the Snowmobile By-Law as amended to become effective immediately on final passing.

**AND FURTHER THAT** this by-law be READ a second and third time and finally passed this 16<sup>th</sup> day of October, 2018.

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 checked="" type="checkbox"/> Nay <input type="checkbox"/>
Villeneuve, E	Yea <input type="checkbox"/> Nay <input checked="" type="checkbox"/>

iv. Report #11/09/2018/1004 –Zoning By-Law Amendment – Boudreau Severance  
Resolution #16/10/18/009

Moved by Councillor McKay and Seconded by Councillor Chartrand

**WHEREAS** the Boudreau family has been in the process of having a severance application prepared and approved for nearly two years and is finally nearing completion;

**AND WHEREAS** the County of Renfrew through its Planning Department and Land Division Committee have provided their approval of the severance based on the requirement to meet certain conditions, the Zoning By-Law Amendment being one;

**AND WHEREAS** Council has held its required public meeting and has provided notice as per legislation;

**THEREFORE BE IT RESOLVED THAT** The Council of the United Townships of Head, Clara & Maria does hereby approve and adopt by-law 2018-24 being a by-law to provide for a zoning by-law exemption and declare it READ a 1<sup>st</sup> time short and finally passed this 16<sup>th</sup> day of October, 2018.

Carried Unanimously

## 11. UNFINISHED BUSINESS

i. Report #16/10/18/1101 – Harvey Creek Road – Policy on Resident Consultation

Resolution #16/10/18/010

Moved by Councillor Rose and Seconded by Councillor McKay

**WHEREAS** Council has heard concerns from residents directly affected by the proposed amendment to the Ottawa River access at the end of Harvey Creek Road;

**AND WHEREAS** Council has received two petitions as information as per Council policy;

**AND WHEREAS** stakeholder consultation has occurred;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby direct staff to draft a Stakeholder Consultation Policy to prevent future similar situations;

**AND FURTHER THAT** staff are directed to:

- a.  Proceed with amendments as originally approved;
- b.  Proceed with amendments to the river access via alternate route – continue up the existing trail – simply improve it to ensure that it is safe to use;

- c.  Terminate plans to improve access to the Ottawa River at the end of Harvey Creek Road.

Councillor Villeneuve asks to separate the resolution and presented a draft – there is a mover, is there a seconder? No

Vote taken on original resolution.

Carried Unanimously

- ii. Report #16/10/18/1102 – Resolution of Support – Community Living Ottawa Valley – re: Minimum Wage Exemption

Resolution #16/10/18/011

Moved by Councillor McKay and Seconded by Councillor Rose

**WHEREAS** recent concerns with Bill 148 and the demands placed on employers and the need to pay all employees a fair wage resulted in support for exemptions to parts of that Bill for persons with developmental disabilities in Ontario;

**AND WHEREAS** the Upper Ottawa Valley Community Living organization has reached out to the individuals at the front of that movement as well as the municipal councils in the region and have provided evidence of the success of their programs which ensures a fair wage for similar work for persons with disabilities;

**AND WHEREAS** the Community Living organization has worked, tirelessly to help break the stigma that someone with a disability should be treated as “lesser” in society than someone without and provide employment programs where adults with disabilities are treated fairly;

**THEREFORE BE IT RESOLVED THAT THE** Council of the United Townships of Head, Clara & Maria does hereby support the efforts of the Upper Ottawa Valley Community Living and invites them to attend in our community to share with our council, residents and staff their programs and services to enable everyone to better understand how this organization makes the Ottawa Valley a better place to live inclusive of residents with intellectual disabilities.

Carried Unanimously

- iii. Report #16/10/18/1103 – Removal from Reserves for Disposal Site Survey – Stonecliffe Site

Resolution #16/10/18/012

Moved by Councillor Rose and Seconded by Councillor McKay

**WHEREAS** the process of obtaining the lands and buffer zone from the Ministry of Natural Resources and Forestry for use of the Stonecliffe Disposal Site has been ongoing since 2002;

**AND WHEREAS** previous surveying has been completed but not billed for which along with current estimates will result in billing for this period of over \$30,000;

**AND WHEREAS** funds exist in municipal reserves specifically for Disposal site maintenance and replacement;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby authorize up to \$50,000 to be removed from reserves to offset the costs of surveying for the disposal sites for the 2018 budget year as well as additional engineering costs as this project was not in the 2018 budget or plan.

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 checked="" type="checkbox"/> Nay <input type="checkbox"/>
Villeneuve, E	Yea <input type="checkbox"/> Nay <input checked="" type="checkbox"/>

**12. ADDENDUM (NEW BUSINESS)**

- i. Report #16/10/18/1201 – Library Board – Workplace Harassment and Violence Policy and Training

Resolution #16/10/18/013

Moved by Councillor McKay and Seconded by Councillor Rose

**WHEREAS** Council, staff and members of the public did receive training on the municipal Workplace Harassment and Violence Policy as per Bill 68 directives;

**AND WHEREAS** municipalities, in recent decisions have been determined to be the employer in a situation similar to ours where the municipality pays library board employee's salary and has obligations to those employees;

**THEREFORE BE IT RESOLVED THAT** as per direction of municipal legal counsel, the Council of the United Townships of Head, Clara & Maria does hereby direct the Library Board to adopt by resolution, as soon as possible, the Workplace Harassment and Violence Policy adopted by the municipality until the board chooses to replace it with a version of their own.

Carried Unanimously

- ii. Report #16/10/18/1202 – Christmas Office Closures

Resolution #16/10/18/014

Moved by Councillor Rose and Seconded by Councillor McKay

**WHEREAS** over the past year, staff have accumulated significant banked time due to work demands and staff leave;

**AND WHEREAS** office demands during the Christmas vacation period are minimal as many municipal and provincial offices are closed with few if any resident requests over the years;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby authorize staff to close the municipal office from Friday, December 21 to and including Wednesday, January 2, 2019 to allow office employees to take their accumulated banked time and/or owed and outstanding vacation time.

Carried Unanimously

**13. NOTICE OF MOTION**

- i. Tree Canopy By-law – future

**14. CLOSED SESSION**

Resolution #16/10/18/015

Moved by Councillor McKay and seconded by Councillor Rose

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

**AND WHEREAS** minutes created for these closed meetings are protected under the same legislation;

**THEREFORE BE IT RESOLVED THAT** this meeting go into an in camera session at 20:23 h to adopt outstanding closed meeting minutes.

Carried Unanimously

Resolution #16/10/18/016

Moved by Councillor Rose and seconded by Councillor McKay

**WHEREAS** Council went into closed session to adopt minutes from previous closed meetings;

**THEREFORE BE IT RESOLVED THAT** this meeting come out of closed session at 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.

Carried Unanimously

**15. BUSINESS ARISING FROM CLOSED SESSION**

Resolution #16/10/18/017

Moved by Councillor McKay and seconded by Councillor Rose

**BE IT RESOLVED THAT THE** closed meeting minutes for meetings held on:

- September 7, September 15, and October 17, 2017 and
- February 13, March 20, June 12, June 20, and ~~Sept. 11~~, 2018

Be adopted as presented.

Carried

**Recorded Vote**

Chartrand, C	Yea <u>  X  </u> Nay <u>      </u>
McKay, C	Yea <u>  X  </u> Nay <u>      </u>
Reid, B	Yea <u>  X  </u> Nay <u>      </u>
Rose, N	Yea <u>  X  </u> Nay <u>      </u>
Villeneuve, E	Yea <u>      </u> Nay <u>  X  </u>

**16. QUESTIONS AND ANSWERS – none**

**17. CONFIRMATION OF PROCEEDINGS**

Resolution #16/10/18/018

Moved by Councillor Rose and seconded by Councillor McKay

**BE IT RESOLVED THAT** By-Law 2018 – 25 being a by-law to confirm proceedings of the Council of the United Townships of Head, Clara & Maria at its meeting held on Tuesday, October 16, 2018 be read a first time short and passed.

Carried Unanimously

**18. ADJOURNMENT**

Resolution #16/10/18/019

Moved by Councillor McKay and seconded by Councillor Rose

**BE IT RESOLVED THAT** this meeting adjourn at 21:16 h. to meet again on Tuesday, November 13, 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**

Jon Desjardins – Plowing of Old Mackey Park to access the Ottawa River for Ice Fishing

- Jon met with Calvin at the park – discussed moving the turnaround from the graveyard to Old Mackey Park
- Remove the snowbank on the right – where the old boat launch was
- Move the turnaround from the top of the hill to the
- Can incorporate an ice fishing derby
- Nancy Rose – why can't we do it in winter, we do it in summer;
- Clerk explained difference – fact that we have a legal opinion – will present it and a report at the November meeting.
- Cathy McKay – What's the slope like? Limited.
- Calvin – plow has to turn around can just go back up the hill
- Jonathon – we don't need it plowed near the river – just the turnaround with no bank
  - Already on the agenda for next meeting
- Villeneuve - Estimate for what it would cost to plow further down the hill – consider plowing Ashport Road to the railbed to provide a parking lot and the end of Yate's Road for park and ride alleviate some of the parking issues,
- There has been no decision made about the rail bed in HCM
- Mayor Reid – can look to see what the cost will be to plow the park out, so we can use as a comparison for other spaces
- Villeneuve – relieve some of the parking issues that we have
- Mayor Reid – I live there, there is little congestion on Ashport Road