



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

### **Minutes of September 12, 2022**

Minutes of a regular meeting of Council held on September 12, 2022 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. TRADITIONAL LAND ACKNOWLEDGEMENT**  
*As we gather this afternoon, I would like to acknowledge on behalf of Council and our community that we are meeting on the traditional territory of the Algonquin People. We would like to thank the Algonquin people and express our respect and support for their rich history, and we are extremely grateful for their many and continued displays of friendship. We also thank all the generations of people who have taken care of this land for thousands of years.*
- 3. ROLL CALL** – The following persons were present: Mayor Debbi Grills, Councillors: Brent Allen, Chris Dowser, Fran Kelly-Chamberlain and Ernie Villeneuve  
**Staff:** Crystal Fischer, Clerk-Treasurer  
**Absent/Regrets:** none  
Six members of the public in attendance.  
  
Resolution No.: 22/09/12/2002  
Moved by Councillor Allen and Seconded by Councillor Villeneuve  
**BE IT RESOLVED THAT** Council does hereby amend the agenda to include:  
13. v. Report 22/09/12/1305 – Council Statement of Expenses  
13. vi. Report 22/09/12/1306 – Land Parcel  
17. Closed Session to discuss snow plow contract negotiations
- 4. RECITAL OF THE MUNICIPAL MISSION AND VISION STATEMENTS** – Councillor Kelly-Chamberlain  
**HCM Mission:** At your service; working effectively to bring together people, partnerships and potential for a strong, connected community.  
**HCM Vision:** Providing a healthy, connected and sustainable community teeming with possibilities for our citizens now and into the future.
- 5. DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF** –  
Councillor Villeneuve declared a direct pecuniary interest on Agenda Item No. 12iii.  
Report No.: 22/09/12/1202 concerning Vessel Operation Restriction with exception (j) by reason of the member having a pecuniary interest which is an interest in common with electors generally. A Declaration Form was provided to the Clerk.
- 6. DE/PUTATIONS/PRESENTATIONS** – see page 6.
- 7. ADOPTION OF MINUTES OF PREVIOUS MEETINGS (INCLUDING COMMITTEES)**  
Resolution No.: 22/09/12/001  
Moved by Councillor Kelly-Chamberlain and Seconded by Councillor Dowser

**BE IT RESOLVED THAT** Council of the United Townships of Head, Clara and Maria does hereby accept the minutes of the regular meetings of July 21, 2022 and August 20, 2022 and the minutes of the public consultation meeting of August 20, 2022.

Carried Unanimously

## **8. CORRESPONDENCE & PETITIONS**

**Petitions** - none

### **Correspondence**

- i. Town of Kingsville – Bill 3, Strong Mayors, Building Homes Act, 2022  
**Action: Clerk to send letter of support.**
- ii. County of Renfrew Council Summary
- iii. New Horizons for Seniors Program – 2022-2023 Call for Proposals

Resolution No.: 22/09/12/2001

Moved by Councillor Dowser and Seconded by Councillor Villeneuve

**WHEREAS** On September 21, 2022, the Government of Canada will launch the New Horizons for Seniors Program (NHSP) 2022-23 Call for proposals (CFP) funding community-based projects across Canada, offered through Employment and Social Development Canada (ESDC);

**AND WHEREAS** the New Horizon's for Senior's Program provides funding for opportunities of social, physical, recreational and educational programming in the municipality;

**BE IT RESOLVED THAT** Council of the United Townships of Head, Clara and Maria does hereby direct staff to submit an application for funding through the New Horizon's for Senior's Program.

Carried Unanimously

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

- i. **22/09/12/901**

## **10. STAFF REPORT – none**

## **11. FINANCIAL REPORTS**

- i. **22/09/12/1101 – Revenue and Expense Report**

Resolution No.: 22/09/12/002

Moved by Councillor Villeneuve and Seconded by Councillor Kelly-Chamberlain

**BE IT RESOLVED THAT** Council of the United Townships of Head, Clara and Maria does hereby accept the Revenue and Expense Report ending September 30, 2022 as presented.

Carried Unanimously

## **12. UNFINISHED BUSINESS**

- i. **Report 22/09/12/1301 – Asset Management Level of Service**

Resolution No.: 22/08/20/003

Moved by Councillor Allen and Seconded by Councillor Villeneuve

**WHEREAS** Council received Report #22/08/20/1301 regarding the requirement for municipalities to determine levels of service for core assets;

**THEREFORE BE IT RESOLVED THAT** Council of the United Townships of Head, Clara and Maria does hereby approve the Level of Service document provided by Marmak Technologies and the proposed target condition ratings contained within.

Carried Unanimously

ii. **Report 22/09/12/1201 – Municipal Road Resurfacing**

Resolution No.: 22/09/12/004

Moved by Councillor Villeneuve and Seconded by Councillor Dowser

**BE IT RESOLVED THAT** Council of the United Townships of Head, Clara and Maria does hereby direct staff not to proceed with municipal road resurfacing at this time.

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

Carried

iii. **Report 22/09/12/1201 – Vessel Operation Restriction Regulation**

Resolution No.: 22/09/12/1001

Moved by Councillor Villeneuve and Seconded by Councillor Kelly-Chamberlain

**WHEREAS** Council received a request that the Municipality seek a Vessel Operation Restriction to establish a speed limit of 5 km/hr along the waterway from Highway 17 to the corner past property #190 on Jennings Road;

**THEREFORE BE IT RESOLVED THAT** Council of the United Townships of Head, Clara and Maria does hereby direct staff to work with Transport Canada in requesting that a restriction be implemented on Mackey Creek waterway.

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

Defeated

Councillor Allen requested 5 minute recess at 2:46 p.m.

Council called back to order at 2:51 p.m.

**13. NEW BUSINESS –**

i. **Report 22/09/12/1302 – Library Board Appointment**

Resolution No.: 22/09/12/005

Moved by Councillor Kelly-Chamberlain and Seconded by Councillor Dowser

**WHEREAS** Betty Condie has provided her resignation from the Library Board effective September 8<sup>th</sup>, 2022;

**AND WHEREAS** as per the Public Libraries Act 1990, section 9(1) “a public library board shall be composed of at least five members appointed by municipal council”;

**AND WHEREAS** Nancy Voros has submitted a letter of interest to Council in being appointed to the Library Board;

**THEREFORE BE IT RESOLVED THAT** Council of the United Townships of Head, Clara and Maria does hereby accept the resignation of Betty Condie and appoint Nancy Voros to the HCM Public Library Board.

Carried Unanimously

- ii. Report 22/09/12/1302 – Recreation Advisory Committee Appointment

Resolution No.: 22/09/12/006

Moved by Councillor Dowser and Seconded by Councillor Kelly-Chamberlain

**WHEREAS** Deborah Froehlich has expressed interest in joining the Recreation Advisory Committee;

**THEREFORE BE IT RESOLVED THAT** Council of the United Townships of Head, Clara and Maria does hereby appoint Deborah Froehlich to the Recreation Advisory Committee.

Carried Unanimously

- iii. Report 22/09/12/1302 – Council Honorarium

Resolution No.: 22/09/12/007

Moved by Councillor Allen and Seconded by Councillor Dowser

**BE IT RESOLVED THAT** Council of the United Townships of Head, Clara and Maria does hereby adopt By-Law 2022-23 being a by-law to provide for the payment of remuneration to members of Council while carrying out their duties.

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

Defeated

- iv. Report 22/09/12/1302 – Municipal Insurance Renewal

Resolution No.: 22/09/12/008

Moved by Councillor Dowser and Seconded by Councillor Allen

**BE IT RESOLVED THAT** Council of the United Townships of Head, Clara and Maria does hereby direct staff to proceed with renewal of the proposed insurance package.

Carried Unanimously

**Action: Clerk to verify with Insurance Advisor: if the municipality's cooking facility is required to be ULC wet chemical complaint as we have residential cooking appliances; clarification concerning volunteering only under age of 80; and if the endorsements cost extra.**

- v. Report 22/09/12/1302 – Council Statement of Expenses

Resolution No.: 22/09/12/1002

Moved by Councillor Kelly-Chamberlain and Seconded by Councillor Allen

**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;

**BE IT RESOLVED THAT** the Statement of Expenses for Council for the year 2021 totalling \$35,069.84 be accepted as presented.

Carried Unanimously

- vi. Report 22/09/12/1302 – Land Parcel – Jennings Road  
Resolution No.: 22/09/12/1003  
Moved by Councillor Villeneuve and Seconded by Councillor Kelly-Chamberlain  
**WHEREAS** a proposed severance off Jennings Road in Mackey has resulted in a request of the municipality to verify ownership of Jennings Road;  
**AND WHEREAS** an agent acting for the property owner in the severance application process has provided land registry documents containing ownership information;  
**AND WHEREAS** the County of Renfrew has advised that the municipality needs to provide confirmation that the information contained within is true and accurate, and that further that the municipality may wish to seek advice and confirmation from the municipal solicitor;  
**THEREFORE BE IT RESOLVED THAT** Council of the United Townships of Head, Clara and Maria does hereby direct staff to request verification of ownership of Jennings Road and of the land registry documents from the municipal solicitor.

Carried Unanimously

**14. POLICY AND PROCEDURE REVIEW - none**

**15. BY-LAWS - none**

**16. CLOSED SESSION -**

Resolution No.: 22/09/12/2003  
Moved by Councillor Villeneuve and Seconded by Councillor Kelly-Chamberlain  
**WHEREAS** Section 239(2)(k) allows for closed session to discuss a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board;  
**THEREFORE BE IT RESOLVED THAT** Council of the United Townships of Head, Clara and Maria does hereby go into closed session at 3:29 p.m.

Carried Unanimously

Resolution No.: 22/09/12/2004  
Moved by Councillor Villeneuve and Seconded by Councillor Kelly-Chamberlain  
**WHEREAS** Council went into closed session under Section 239(k) of the Municipal Act;  
**THEREFORE BE IT RESOLVED THAT** Council of the United Townships of Head, Clara and Maria does hereby come out of closed session at 3:52 p.m. and the public portion of the meeting continue.

Carried Unanimously

Resolution No.: 22/09/12/2005  
Moved by Councillor Dowser and Seconded by Councillor Kelly-Chamberlain  
**WHEREAS** the terms of the Plowing Contract were valid for a three year period ending April 1, 2022;  
**AND WHEREAS** the Contract contains an option in favour of the municipality to extend the Agreement on the same terms and conditions (subject to possible fee adjustment) for an additional term of up to 2 years;

**AND WHEREAS** there have been significant increases in Cost of Living, particularly to fuel and insurance costs since 2019;

**AND WHEREAS** the current Contractor has expressed interest in extending the contract for one year, subject to fee adjustments;

**THEREFORE BE IT RESOLVED THAT** Council of the United Townships of Head, Clara and Maria does hereby direct staff to extend the plowing contract for one year (2022-2023) based on the same conditions of the original contract with the fee adjustment provided.

Carried Unanimously

## 17. QUESTIONS AND ANSWERS

Councillor Kelly-Chamberlain – Library Board asking permission to plant Betty’s Clematis at garden bed? No opposition.

Update on Streetlights – waiting on Hydro to provide more information.

Councillor Dowser – Recycling bins that were provided to campgrounds could be extended to Thanksgiving weekend?

Resolution No.: 22/09/12/3001

Moved by Councillor Dowser and Seconded by Councillor Kelly-Chamberlain

**BE IT RESOLVED THAT BE IT RESOLVED THAT** Council of the United Townships of Head, Clara and Maria does hereby extend the Recycle Bin Program until Thanksgiving weekend.

Carried Unanimously

Mayor Grills – rethink meeting date of Inaugural Meeting, believes the County of Renfrew Inaugural Meeting is November 15<sup>th</sup>.

**Action: Clerk to follow up.**

Councillor Villeneuve – Company working at LaCroix Park. Park was closed for five days; agreement of parking the dock but not closing the park.

Mayor Grills - Thank you to Councillor Allen for his service, best of luck in the future.

## 18. CONFIRMATION OF PROCEEDINGS

Resolution No.: 22/09/12/009

Moved by Councillor Allen and Seconded by Councillor Dowser

**BE IT RESOLVED THAT BE IT RESOLVED THAT** By-Law 2022-24 being a by-law to confirm proceedings of the Council of Monday September 12<sup>th</sup>, 2022 be read a first time short and passed.

Carried Unanimously

## 19. ADJOURNMENT

Resolution No.: 22/09/12/010

Moved by Councillor Allen and Seconded by Councillor Dowser

**BE IT RESOLVED THAT** this meeting adjourn at 4:14 p.m.

Carried Unanimously

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MAYOR

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CLERK

## **Deputations – John Tarantino – Marmak Technologies**

### Opening and Introductory Remarks

Councillor Dowser – would like to know quantitative factors of how levels of services were determined. Believe roads are in very condition, not fair.

John became co-host to share his screen in order to demonstrate the Balance application. Marmak has been working with MFAO for 2-3 years to help municipalities collect information for Asset Management requirements. Marmak has also been working on establishing a municipal user group, 20 small to midsized municipalities, in order to share best practices.

Provincial government does not have standards to define Levels of Service or requirements for data collection; it is up to each individual municipality.

Marmak created a solution to help municipalities collect and manage data.

Our municipality has two major assets (core assets) roads and culverts (greater and less than 3 m).

The municipality has full capability and flexibility to customize and establish Level of Service; it is a decision of Council in conjunction with staff and considering all data collected. This application supports decision making/planning.

Marmak worked with staff and looked at historical Asset Management plan. Condition ratings are entered based on values from staff or information from a road needs study or engineer.

As for Level of Service, the application works considering Probability of Failure.

The Condition Rating defines probability for each individual road section; determines priority and probability of failure.

Councillor Villeneuve – how did we get there? There are three roads that do not meet target rating because they are Emergency Maintenance Only roads. If we remove them from the application, what does it do to our current ratings?

John – when you search “emergency” in the comments section, the application will identify roads that have the word emergency in it. Approach to take – those roads have been identified as emergency roads, in any documentation, Council does not want to remove or eliminate them, simply want to identify them. Marmak does not allow customers to delete records, but can activate or inactivate assets. The figures will not show up in reporting if it is deemed inactive but you still have the information and can still access it.

Councillor Villeneuve – if we make it inactive, what would it do to existing rating?

John - whatever value is assigned to the road would be removed from the report. Instead of removing assets from an Asset Management perspective, you have identified through by-law that these roads are Emergency Maintenance Only.

Levels of service requested by the government may change over time. Can lower levels of service based on available funding. This is a tool to visualize various ramifications, used for planning, in no way does not make decisions for you.

Regarding Condition Ratings - All assets will deteriorate over time. Numbers will decrease, however lifecycle events that are completed in maintaining roads will increase condition ratings.

Each municipality can edit the life expectancy of asset and what the current condition is.

Numbers are customized by each municipality, for each asset, depending on the municipality's level of comfort. Marmak has entered generic information from other municipalities to provide framework, however individual councils and staff need to determine specific information.

Lifecycle events – the application defines PCI value from 0-100. PCI defines what type of work needs to be completed on the asset, and identifies the cost to have the work completed. PCI levels will increase with maintenance completed on assets.

Municipalities have the ability to change the numbers with current information; numbers in the application will change to reflect the actual cost associated with it. Dollar values are based on numbers inputted, generic numbers, can and will be updated.

Councillor Dowser – Marmak has supplied software, all data is populated by municipal staff?

John - Correct. Point of clarification – municipalities never had proper process of collecting and structuring information. Each municipality needs to identify their comfort level. There is no manual; that information is lacking across the province.

Councillor Villeneuve - Can we fiddle with information? For example, Adelard is classed as HCB Road – many parts of the road are gravel and will probably not go back to fully asphalted road.

John – in working with other municipalities, it took their staff and Marmak an entire month to clean up information before it could be used. You have data, you can split the road into two road sections with two unique values – have one section converted to gravel. When you do that all reports will reflect the changes that were made.

Really important going forward, is establishing the risk that the municipality is willing to accept. A very small number of small to mid-sized municipalities have completed this; identifying consequences for every road section that you have. The risk associated with that road, “what happens if we don’t do something”, is identified through five different categories. There should be internal discussion on subject of roads. Structure is made up, but definition of risk needs to be reviewed and validated by Staff and Council. Different types of risk. Collaborate with staff to put together this information, as requirements of Asset Management changes.

Councillor Dowser –point assets by surrounding environment - what does that mean?

John - Point assets – surrounded by gravel road, by dirt, by clay so that material that is around culvert, will have effect of longevity of asset.

Enhancing and changing the application on an on-going basis from multiple sources; trying to make it as user friendly as possible.

Mayor Grills, thank you for presentation. Thank you to public works for gathering information.