



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

**Minutes April 21, 2017**

Minutes of a regular meeting of Council held on Friday, April 21, 2017 at 14:00 h. in the Municipal Hall.

1. **CALL TO ORDER & MOMENT of 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 were present Mayor Gibson Councillors: Calvin Chartrand, Dave Foote, Debbi Grills and Bob Reid.

Guest: Peter Harrington, CPA, CA, Welch LLP, Municipal Auditor

**Staff:** Melinda Reith, Clerk/CAO; Noella LeBreton, Treasurer; Crystal Fischer, Admin Assistant; 4 members of the public.

**Absent/Regrets:**

3. **RECITAL OF THE MUNICIPAL MISSION AND VISION STATEMENTS**

**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; - None

5. **DEPUTATIONS/PRESENTATIONS** – Peter Harrington, Municipal Audit

Resolution # 21/04/17/001-A

Moved by Councillor Reid and seconded by Councillor Foote

**WHEREAS** Council has received and reviewed the audited financial statements for the 2016 financial year and has had the opportunity to ask clarifying questions of the Municipal Auditor;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby accept these documents as an accurate reporting of 2016 municipal finances.

Carried Unanimously

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

i. Council Minutes – March 24, 2017

Resolution # 21/04/17/001

Moved by Councillor Grills and seconded by Councillor Chartrand

**BE IT RESOLVED THAT** the minutes of the regular meeting of Friday, March 24, 2017 be accepted as presented.

Carried Unanimously

ii. Rural Mayor's Forum of Eastern Ontario Meeting Minutes - information

1. March 3, 2017

iii. Library Board Minutes – information

1. March 2017 – not yet received

2. "Stonecliff" Play meeting minutes – has obtained a green light;

iv. Recreation Committee Minutes – none

v. Homecoming Meeting Minutes - none

## 7. CORRESPONDENCE & PETITIONS

- i. County of Renfrew – re: Time Capsule – County of Renfrew - information
- ii. Ministry of Natural Resources and Forestry – re: Proposed changes to fees and royalties, pits and quarries - information
- iii. Ministry of Citizenship and Immigration – re: 30<sup>th</sup> Anniversary of Order of Ontario - information
- iv. MNRF – Flood Warning – Pembroke District – information

**Notes** – water level to stay the same for about a week; then gradually begin to fill, early this year.

- v. Minister Responsible for Seniors Affairs – 33<sup>rd</sup> Anniversary of Seniors' Month in Ontario - information
- vi. Bell Connect Canada – submission of letter of support for application under the Connect to Innovate Program - information
- vii. Ontario's Highlands Tourism Organization – re: invitation – Barry's Bay, April 25 - information
- viii. City of Kawartha Lakes – re: Farmers and Certified Crop Advisor's – already supported by HCM - information
- ix. County of Renfrew – re: Warden and County Council Invitation to Elected Officials and CAOs to BBQ event on June 28 - information
- x. Chris Thompson, Manager, Building Code Policy Development Group – re: response to Mayor Gibson's email of April 6, 2017 - information
- xi. Ministry of Transportation – re: CycleONStrategy - information
- xii. Peel Regional Council – re: Water Fluoridation systems - information
- xiii. OFMEM – re: Essentials of Municipal Fire Protection & Emergency Management – May 26, 2017 - information
- xiv. AMO Communications – re: Bill 68 Submission and 1/3 Tax Exemption - information
- xv. Bonnie Schryer, AODA Partnership Coordinator, United Way – re: Accessibility within the County - information
- xvi. MNRF – re: Spring Freshet 2017 Call 3 notes - information
- xvii. MNRF – re: Spring Freshet 2017 Call 4 notes – information
- xviii. MNRF – re: Watershed Conditions Statement – Flood Outlook Pembroke District - information
- xix. MNRF – re: Spring Freshet 2017 Call 5 notes – information

**Action:** Further notes to be emailed instead of printed.

- xx. Farncois Choquette – re: Bill C-203 An Act to Amend the Supreme Court Act – information
- xxi. AMO – Council Members' Toolkit – re: Asset Management and Council Responsibility – information
- xxii. MNRF – re: Spring Freshet 2017 Call 6 notes - information
- xxiii. Forests Ontario – Heritage Tree Program –

**Action:** Clerk – to review program and bring back to May meeting

- xxiv. L1 – Email from Mayor Gibson re: Building Code Changes - Septic Systems - information

## 8. STAFF REPORTS

- i. Report #21/04/17/801 – Clerk's Report

Resolution #21/04/17/002

Moved by Councillor Reid and Seconded by Councillor Grills

**WHEREAS** the road work required in lowering Township Hall Road may involve installation of a new culvert;

**AND WHEREAS** funds exist in reserves for special road capital projects;

**THEREFORE BE IT RESOLVED THAT** The Council of the United Townships of Head, Clara & Maria does hereby authorize up to \$5,000 towards the costs of lowering the municipal road in front of the office and installing a culvert to empty into the south side of the ball field.

Carried Unanimously

Resolution #21/04/17/003

Moved by Councillor Grills and Seconded by Councillor Foote

**WHEREAS** project management along with regular job duties is not allowing much time for staff to proceed with policy work;

**AND WHEREAS** the closer we get to Homecoming the less time there will be to focus on other issues;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby cancel the scheduled Council meeting of June 9, 2017.

Carried Unanimously

- ii. Report #21/04/17/802 – Treasurer’s Report - Verbal
- iii. Report #21/04/17/803 – Mayor’s Report - Verbal
  - 1. Septic Systems and Building Code Changes
- iv. Report #21/04/17/804 – Admin Assistant Report

**Action:** Clerk to review Procedure By-Law to determine whether time of posting agenda on line is in by-law or resolution.

## 9. FINANCIAL REPORTS

- i. Cheque Log – April 19, 2017

Resolution #21/04/17/004

Moved by Councillor Grills and Seconded by Councillor Reid

**BE IT RESOLVED THAT** the Cheque Log to April 19, 2017 totalling \$689,044.18 be accepted as presented.

Carried Unanimously

- ii. Comparative Income Statement – April 19, 2017

Resolution #21/04/17/005

Moved by Councillor Grills and Seconded by Councillor Chartrand

**BE IT RESOLVED THAT** the Comparative Income Statement from January 1, 2017 – April 30, 2017 be accepted as presented.

Carried Unanimously

## 10. BY-LAWS

- i. Report #21/04/17/1001 – Municipal Budget 2017

Resolution #21/04/17/006

Moved by Councillor Reid and Seconded by Councillor Foote

**WHEREAS** By-Law #2017- 04 **BEING** a by-law to adopt the 2017 municipal operating budget was presented as per council direction;

**THEREFORE BE IT RESOLVED THAT** By-Law 2017-04 be read a first time short and passed this 21<sup>st</sup> day of April, 2017.

Carried Unanimously

## 11. UNFINISHED BUSINESS

- i. Report #21/04/17/1101 – Snow on Municipal Roads and Use of Rail Bed for Snowmobile Trail

Resolution #21/04/17/007

Moved by Councillor Chartrand and Seconded by Councillor Grills

**WHEREAS** staff have received written complaints concerning the use of the rail bed as a snowmobile trail through the community this past winter season;

**AND WHEREAS** staff have previously identified significant safety challenges with trail operations as they occurred over 2016/2017;

**AND WHEREAS** new information has been obtained which warrants reviewing these issues at this time;

**AND WHEREAS** Council and staff acknowledge the economic benefits provided by snowmobiling in Ontario and our local community;

**AND WHEREAS** Council and staff recognize the implications of increased liability by not keeping roadways clean and clear of obstructions including snow on roads, speed and snowmobiles not stopping at municipal road and trail crossings;

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

1. Prohibit the creation of trails along municipal roads and/or ditches;
2. Prohibit the modification of municipal road snowbanks for use by snowmobiles;
3. Request that the Missing Link Snowmobile Club reroute their "A" trail to the south side of Highway 17 avoiding travel through the centre of the community of Stonecliffe;
4. Allow trail crossing of Pine Valley and Yates Roads at 90 degree angles to provide trail access to accommodation along Pine Valley Road and services at Yates General Store;
5. Direct staff to enter into a Land Use Agreement with the club transferring liability to the club for any municipal road crossings;

**AND FURTHER THAT** a copy of this resolution and supporting documentation is forwarded to the Missing Link Snowmobile Club and the Snow Country Snowmobile Association - OFSC District 6 executive for their information and dissemination to association membership and permit holders.

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Verbal Resolution Created

**Moved by Councillor Grills and Seconded by Councillor Foote**

That this resolution be deferred to the October meeting of Council; that the Missing Link Snowmobile Club plan to Address Council via deputation in September;

AND further that a public meeting of Council to discuss the use of the rail bed as a snowmobile trail is to occur in September.

Carried Unanimously

**Notes:** The club have confirmed verbally at this meeting that they will have time to make any changes as directed by Council in October after a decision is made as there are still two months between this time and when the snow flies.

A public meeting of Council has been set for 1:00 p.m. Saturday, September 9, 2017.

Resolution #21/04/17/008

Moved by Councillor Foote and Seconded by Councillor Reid

**WHEREAS** a misunderstanding between verbal approvals provided by Council in 2016 and actual practise on the part of the Missing Link Snowmobile Club (MLSC) occurred which resulted in letters sent from the Clerk to the club executive dated February 22, 2017 and March 8, 2017 requesting that they immediately stop placing snow on municipal roads;

**AND WHEREAS** under Ontario law, a municipality may pass a by-law regulating, governing or prohibiting operation of snow mobiles on municipal roads;

**AND WHEREAS** no such by-law exists in Head, Clara & Maria;

**AND WHEREAS** the Motorized Snow Vehicle Act allows that snowmobiles cross serviced roads at a 90 degree angle;

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

1. Allow the club groomer to cross municipal roads (Pine Valley and Yates) at a 90 degree angle, paying careful attention to remove as much snow as possible avoiding any build-up of snow on municipal roads;
2. Authorize municipal staff to remove snow placed inadvertently on trail crossings either by the groomer and/or snowmobilers at no cost to the club;

3. Authorize the installation of club provided "Trail Crossing Ahead" signs along municipal roads on the approach to trail crossings;
4. Prohibit the use of Yates Road or Pine Valley Road for snowmobile traffic;

**AND FURTHER THAT** a copy of this resolution and supporting documentation is forwarded to the Missing Link Snowmobile Club and the Snow Country Snowmobile Association - OFSC District 6 executive for their information and dissemination to association membership.

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Verbal Resolution Created

**Moved by Councillor Grills Seconded by Councillor Reid**

That this resolution be deferred to the October Council meeting.

Carried Unanimously

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

13. **CLOSED SESSION – none**

14. **BUSINESS ARISING FROM CLOSED SESSION – n/a**

15. **QUESTIONS AND ANSWERS**

- i. Councillor Grills: Where are we with Municipal Alcohol Policy? It was explained that the serious concerns with the alcohol policy were addressed at the March meeting. It is a significant policy, in size and length that still needs to be reviewed by the municipal lawyer. Although we do not have one consolidated policy, existing resolutions of council stand addressing the most serious concerns.

16. **CONFIRMATION OF PROCEEDINGS**

Resolution # 21/04/17/009

Moved by Councillor Foote Seconded by Councillor Reid

**BE IT RESOLVED THAT** By-Law 2017-06 being a by-law to confirm proceedings of the Council of the United Townships of Head, Clara & Maria at its meeting held on Friday, April 21, 2017 be read a first time short and passed.

Carried Unanimously

17. **ADJOURNMENT**

Resolution # 21/04/17/010

Moved by Councillor Grills and seconded by Councillor Foote

**BE IT RESOLVED THAT** this meeting adjourn at 16:19 h. to meet on Friday, May 12, 2017 at 14:00 h.

Carried Unanimously

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Mayor – Jim Gibson

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Clerk – Melinda Reith