



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

Minutes March 24, 2017

Minutes of a regular meeting of Council held on Friday, March 24, 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: Dave Foote, Debbi Grills and Bob Reid.

Staff: Melinda Reith, Clerk/CAO; Noella LeBreton, Treasurer; Crystal Fischer, Admin Assistant; 5 members of the public.

Absent/Regrets: Calvin Chartrand

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** – none

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

i. Council Minutes – February 17, 2017

Resolution # 24/03/17/001

Moved by Councillor Reid and seconded by Councillor Foote

BE IT RESOLVED THAT the minutes of the regular meeting of Friday, February 17, 2017 be accepted as presented.

Carried Unanimously

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

1. January 2017

2. February 2017

Downloading of provincial responsibilities – permitting of docks etc. a possibility.

iii. Library Board Minutes – information

1. December 2016

2. January 2017

3. February 2017

Clarification from Library Minutes - Spring Card party date – April 27, 2017.

iv. Recreation Committee Minutes – information

1. February 15 2017

2. March 15, 2017

v. Homecoming Meeting Minutes - information

1. February 15, 2017

2. March 8, 2017

3. March 15, 2017

Clarification from Homecoming Minutes - Silent auction – 1st and 2nd of July, 2017.

7. CORRESPONDENCE & PETITIONS

- i. Deep River and District Hospital – re: request for continued funding of the Physician Recruitment and Retention Program – amount is included in the budget document.
- ii. MPP Sylvia Jones – re: Progressive Conservative Critic for Infrastructure – information
- iii. Northeastern Manitoulin & the Islands – re: Fair Treatment for Ontario Hydro Delivery Fees - information
- iv. Concerned Citizens of Renfrew County and Area – Near Surface Disposal Facility at CRNL – information
- v. CRNL – re: Notice of Environmental Process for Near Surface Disposal Facility – information
- vi. RCDHU – re: Leave the Phone Alone campaign success - information
- vii. MNRF – re: Spring Freshet 2017 Teleconference #1 Minutes - information
- viii. Ontario Parks – re: Approved Annual Work Schedule – information
- ix. County of Renfrew – re: By-Law to Regulate the Operation of Off-Road Vehicles – information
- x. Minister of Seniors Affairs – re: Senior of the Year Award, April 30, 2017 – information

Action: Councillor Grills to work with staff on advertising.

- xi. AMO Communications – re: Strategy for Waste-Free Ontario – information
- xii. Ministry of Education – re: Response to Calls for End to Pupil Accommodation Review - information
- xiii. Ministry of Environment and Climate Change – re: Review of Hauled Sewage Policy and Program - information
- xiv. Cheryl Gallant, MP – re: Campground Operators and Fair & Equitable Tax Treatment for Small Businesses - information
- xv. L1 – MNRF – freshet meeting 2 - information
- xvi. L2 – National Defence, Garrison Petawawa – invitation to Mayor Gibson to participate in ceremonies – Sunday, April 9, 2017 – information

Action: Homecoming Committee to contact Garrison Petawawa request to bring equipment (Cougar, Wolverine) to OMP for Homecoming.

8. STAFF REPORTS

- i. Report #24/03/17/801 – Clerk's Report

Action: Clerk to work with Gayle and Philippe to coordinate Emergency Management training and exercise for April 28th to follow up on April 29th with assessors. Send email to Council and staff once confirmed.

- ii. Report #24/03/17/802 – Treasurer's Report - verbal
- iii. Report #24/03/17/803 – Mayor's Report
- iv. Report #24/03/17/804 – Admin Assistant Report

9. FINANCIAL REPORTS

- i. Cheque Log - none
- ii. Comparative Income Statement - none

10. BY-LAWS

- i. Report #24/03/17/1001 – Appoint Municipal Auditor – 2017-03

Resolution #24/03/17/002

Moved by Councillor Foote and Seconded by Councillor Reid

WHEREAS By-Law #2017- 03 **BEING** a by-law to appoint a Municipal Auditor for the Corporation of the United Townships of Head, Clara & Maria is required annually as per the *Municipal Act*.

THEREFORE BE IT RESOLVED THAT By-Law 2017-03 be read a first time short and passed this 24th day of March, 2017.

Carried Unanimously

- ii. Report #24/03/17/1002 – 2017 Budget

Resolution #24/03/17/003

Moved by Councillor Foote and Seconded by Councillor Reid

WHEREAS the following projects were budgeted for in 2016 but not finished, and with software challenges not transferred to deferred revenue prior to 2017 year end;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby authorize staff to allow funds allocated to 2016 projects to roll into 2016 annual surplus to be used for pre-approved projects in 2017 totalling \$23,324 including:

1. Emergency Management Generator - \$15,000;
2. \$750 – installation of play equipment OMP
3. \$1,000 Trans Canada for Homecoming
4. \$1,000 LaCroix Park monument repair
5. \$3,203 Remainder from Council commitment to Homecoming for 2016
6. \$2,371 2016 Homecoming earnings.

AND FURTHER THAT staff transfer \$6,000 to Reserves effective December 31, 2016 to account for budgeted process of hard wiring computers which will be completed with the 2017 addition.

Carried Unanimously

Resolution #24/03/17/004

Moved by Councillor Reid and Seconded by Councillor Foote

WHEREAS projects which rely on funding from outside resources completed in 2016 with funding still owed to the municipality are to be directed to “Deferred Revenue” to roll over the year end;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby authorize staff to transfer to Deferred Revenue effective December 31, 2016 \$32,552 to include:

1. \$3,203 – Natural Playscape installation;
2. \$11,589 – boat launch revenues not yet received
3. \$17,760 to Gas Tax funds.

Carried Unanimously

Resolution #24/03/17/005

Moved by Councillor Foote and Seconded by Councillor Reid

WHEREAS new accounts are being created with the new software requiring profits of the Recreation Committee to be identified as such and not simply as annual surplus;

THEREFORE BE IT RESOLVED THAT The Council of the United Townships of Head, Clara & Maria does hereby authorize staff to transfer \$19,851 from general revenues/surplus to be allocated to a newly created Rec Committee Reserve to show accumulated Recreation Committee profits up to December 31, 2016.

Carried Unanimously

Resolution #24/03/17/006

Moved by Councillor Foote and Seconded by Councillor Reid

WHEREAS an internal staff error occurred in 2016 allocating \$88,155.68 of estimated, unaudited surplus in the 2016 budget and then allocating that same amount a second time with resolution #13/05/16/007 resulting in inaccurate accounting for the 2016 operating year;

AND WHEREAS some of those funds were spent on council authorized projects such as purchase of the disposal site bins;

AND WHEREAS to correct that error funds need to be reversed from the reserves they were placed into at that time to allow for normal operating funds for 2016 and 2017;

THEREFORE BE IT RESOLVED THAT the Council of the United Township of Head, Clara & Maria does hereby authorize staff to transfer back to general revenues effective December 31, 2016 the following reserves totalling \$46,400:

1. \$2,000 Elections;
2. \$6,350 IT;

3. \$5,000 Disposal Site Vehicle;
 4. \$10,000 Roads truck;
 5. \$6,000 Gravel Crushing;
 6. \$8,050 Garage Replacement;
 7. \$9,000 Garage Repair/Maintenance.
- Carried Unanimously

Resolution #24/03/17/007

Moved by Councillor Reid and Seconded by Councillor Foote

WHEREAS the Council of the United Townships of Head, Clara & Maria has reviewed the supporting documents and options recommended for setting the total operating budget for 2017;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby agree to utilize option number 3 and directs staff to insert the corresponding budget total into a by-law prepared for the next meeting of council so that it may be formally adopted.

Carried Unanimously

11. **UNFINISHED BUSINESS**

- i. Report #24/03/17/1101 – Resolution of Support - Richmond Hill and Postal Banking

Resolution #24/03/17/008

Moved by Councillor Foote and Seconded by Councillor Reid

WHEREAS the Town of Richmond Hill has created a resolution encouraging the Federal Government to review and amend *the Banking Act* with a goal to allow postal banking at Canada Post and allow Canada Post to add postal banking as a service;

AND WHEREAS the Canadian Postmasters and Assistants Association has asked for support of the same position;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby endorse and support the resolution of the Town of Richmond Hill in an effort to increase services for rural Canadians in Canada Post outlets, by adding postal banking in a cost effective manner;

AND FURTHER THAT this resolution be forwarded to appropriate entities for support, action and information.

Carried Unanimously

- ii. Report #24/03/17/1102 – Resolution of Support -Greater Napanee – Moratorium on the Accommodation Review Process

Resolution #24/03/17/009

Moved by Councillor Grills and Seconded by Councillor Foote

WHEREAS the Town of Greater Napanee has created a resolution circulated for support, asking that the provincial government through the Minister of Education, initiate an immediate moratorium on the Accommodation Review Process until such time as a review of the impacts of this process on small rural communities with single schools can be studied and fully considered.

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby support the position of the Town of Greater Napanee and requests that the province consider the far reaching consequences of closing rural schools in single school communities outside of simply educational matters;

AND FURTHER THAT this resolution be forwarded to appropriate entities for support, action and information.

Carried Unanimously

- iii. Report #24/03/17/1103 – Resolution of Support - City and County of Peterborough - Pharmacare and National Program

Resolution #24/03/17/010

Moved by Councillor Reid and Seconded by Councillor Grills

WHEREAS Peterborough County has circulated a resolution calling for support for its request that the Federal Government develop a National Pharmacare Program to coordinate the patchwork of public and private drug coverage ensuring adequate coverage for all Canadians;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara and Maria does hereby support the position of Peterborough County and calls on the Federal Government to move towards this program; calls on the Provincial government to work with the Federal government and other provinces to further this program; and asks that the Eastern Ontario Warden's Caucus make it a priority to encourage the senior levels of government to move forward with a National Pharmacare Plan;

AND FURTHER THAT this resolution be forwarded to appropriate entities for support, action and information.

Carried Unanimously

- iv. Report #24/03/17/1104 – Resolution of Support - Township of Horton – OPP Reporting Expanded

Resolution #24/03/17/011

Moved by Councillor Grills and Seconded by Councillor Reid

WHEREAS it is legislated that every municipality is to provide adequate and effective policing services with many municipalities relying on the Ontario Provincial Police (OPP) without having much say in its operations and management practises;

AND WHEREAS the Townships of Amaston/Bromely and Horton have circulated a resolution and letter for support, calling on the OPP to modify its reporting process to be more comprehensive and transparent, to include not just calls for service but costs for base services such as proactive and preventive policing activities, and maintain the current municipal services board model;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby support this position and encourages the OPP to improve its reporting as above and specifically making notations for calls which occur on Crown lands as opposed to private property within each municipality;

AND FURTHER THAT this resolution be forwarded to appropriate entities for support, action and information.

Carried Unanimously

- v. Report #24/03/17/1105 – Resolution of Support - Township of Hornepayne – Provincial recognition of Fire Department as Critical Infrastructure and Funding

Resolution #24/03/17/012

Moved by Councillor Reid and Seconded by Councillor Grills

WHEREAS the Township of Hornepayne has created and circulated for support a resolution requesting that the Provincial Government recognize Municipal Fire Services as critical infrastructure and include funding for Fire Department infrastructure as part of their Infrastructure Strategy to Move Ontario Forward;

AND WHEREAS challenges with meeting costs of this magnitude affect many rural municipalities across the province affecting the level of service they can provide to their residents;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby support the position of the Township of Hornpayne and request that the province redirect funding to provide life and property saving infrastructure to Ontario municipalities;

AND FURTHER THAT a copy of this resolution be forwarded to the appropriate entities for attention and action as required.

Carried Unanimously

- vi. Report #24/03/17/1106 – Response from Septic System Amendments to Building Code - information

12. ADDENDUM (NEW BUSINESS)

i. Report #24/03/17/1200 – Council Expense Report
Resolution #24/03/17/013

Moved by Councillor Grills and Seconded by Councillor Reid

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 2016 totalling \$ 19,644.14 be accepted as presented.

Carried Unanimously

ii. Report #24/03/17/1201 – Municipal Alcohol Policy
Resolution #24/03/17/014

Moved by Councillor Reid and Seconded by Councillor Grills

WHEREAS recreation committee members, volunteer bartenders and staff recognize challenges with the current practises as it relates to liquor services and the culture surrounding licensed recreation events in Head, Clara & Maria;

AND WHEREAS the Municipal Alcohol Policy has yet to be finalized, but steps need to be taken immediately to strengthen the municipality's position as it relates to over service of alcohol as well as municipal, council, volunteer and staff liability prior to a serious incident occurring;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby adopt the following recommendations in the interim until a complete Municipal Alcohol Policy is finalized and adapted and authorizes staff to implement the following conditions immediately:

1. That it become regular practise that the Ontario Provincial Police (OPP) be contacted and advised each time an event is held at the municipal recreation centre and/or under the municipal liquor license requesting presence at or during the event;
2. That staff and volunteers circulate outside during events notifying attendees that bringing their own alcoholic beverages will not be tolerated and in fact will be reported to the OPP;
3. That the "Bring Your Own Wine" endorsement be discontinued immediately for all events;
4. That volunteers will be encouraged to contact the OPP for assistance when attempting to cut off service from someone who shows signs of intoxication ~~has been over-served~~ or when someone insists on driving while obviously impaired;
5. That a form of increased security be implemented immediately by increasing the number of Smart Serve trained volunteers in attendance at each event lasting more than 4 hours or expecting attendance of over 75 people;

Carried Unanimously

Action: Note to recreation committee. Overlap shift changes at bar to ensure continuity – keep an eye on certain individuals who may be close to showing signs of intoxication.

iii. Report #24/03/17/1203 – MLSC and Municipal Roads

Resolution #24/03/17/015

Moved by Councillor Grills 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 a personal meeting between the executive and the Clerk on Thursday, March 9, 2017 occurred resulting in the club agreeing to stop placing snow on municipal roads and in turn making requests of Council hoping to allow continued use of the rail bed for snowmobiling for the 2017-2018 season;

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. Authorize Motorized Snow Vehicles to share the rural and residential road known as Pine Valley Road with vehicles from the Highway to the rail bed, provided that the operator obeys provincial legislation;
2. Authorize the Missing Link Snowmobile Club to continue posting signage directing snowmobilers to travel on Pine Valley Road to link the current trail to the rail bed;
3. Allow the club groomer to cross municipal roads at a 90 degree angle, paying careful attention to remove as much snow as possible avoiding any build-up of snow on municipal roads;
4. Authorize municipal staff to remove snow placed inadvertently on trail crossings either by the groomer and/or snowmobilers at no cost to the club;
5. Expect that barriers will be placed along the trail in the approach to municipal road crossings engineered to slow snowmobile traffic prior to crossing all municipal winter maintained roads;
6. Authorize the installation of club provided "Trail Crossing Ahead" signs along municipal roads on the approach to trail crossings;
7. Prohibit the use of Yates Road for snowmobile traffic; and
8. Prohibit the Missing Link Snowmobile Club from placing snow on any municipal road.

AND FURTHER THAT Council reinforces staff position, as outlined in the letters dated February 22, 2017 and March 8, 2017 and authorizes staff in future to take such actions as necessary to ensure that council/staff position is complied with to ensure safety of the travelling public as per *the Highway Traffic Act*;

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.

By unanimous decision; this resolution is to be deferred to the October meeting of Council.

Note: MLSC-Todd Dowser to arrange a public meeting in the near future to discuss issues with members of the public. Mayor Gibson has offered to chair the meeting.

iv. Report #24/03/17/1204 – Request for Support – Radio Amateurs of Canada
Resolution #24/03/17/016

Moved by Councillor Grills and Seconded by Councillor Reid

WHEREAS the Radio Amateurs of Canada has requested support in its position to request that the province of Ontario extends its exemption from the *Highway Traffic Act's* distracted driving requirements aimed at the use of handheld phones for amateur radio operators operating hand held microphones;

AND WHEREAS in Head, Clara & Maria's Emergency Management Plan the municipality relies on amateur radio and hand held radios for potential communications during specific emergency events;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby acknowledge that there is a difference between the use of hand-held microphones for amateur radio operators and the use of cell phones by members of the public and agrees to forward a request to the Provincial Government

supporting the position of the Radio Amateurs of Canada in asking that the exemption for amateur radio operators in the *Highway Traffic Act* is extended;

Carried Unanimously

13. **CLOSED SESSION** – none

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

15. **QUESTIONS AND ANSWERS**

16. **CONFIRMATION OF PROCEEDINGS**

Resolution # 24/03/17/017

Moved by Councillor Reid Seconded by Councillor Grills

BE IT RESOLVED THAT By-Law 2017-05 being a by-law to confirm proceedings of the Council of the United Townships of Head, Clara & Maria at its meeting held on Friday, March 24, 2017 be read a first time short and passed.

Carried Unanimously

17. **ADJOURNMENT**

Resolution # 24/03/17/018

Moved by Councillor Grills and seconded by Councillor Reid

BE IT RESOLVED THAT this meeting adjourn at 16:06 h. to meet on Friday, April 21, 2017 at 14:00 h.

Carried Unanimously

Mayor – Jim Gibson

Clerk – Melinda Reith