



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

Minutes of February 23, 2023

Minutes of a regular meeting of Council held on February 23, 2023 at 2:00 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: Chris Dowser, Fran Kelly-Chamberlain, Karen LeClerc and Rachel Richer
Staff: Crystal Fischer, Municipal Administrator
Absent/Regrets: None
Guests: Two members of the public

Resolution No.: 23/02/23/1001
Moved by Councillor Dowser and Seconded by Councillor Kelly-Chamberlain
BE IT RESOLVED THAT Council does hereby amend the agenda to add 17 iv. to discuss solicitor client information.
Carried Unanimously
4. **RECITAL OF THE MUNICIPAL MISSION AND VISION STATEMENTS** – Councillor Dowser
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** – none
6. **DEPUTATIONS/PRESENTATIONS** –
 - i. Mitchell Johnson and Erin Sinclair, Cogeco Connexion – Network Expansion in Head, Clara and Maria
See page six for notes.
7. **ADOPTION OF MINUTES OF PREVIOUS MEETINGS (INCLUDING COMMITTEES)**
Resolution No.: 23/02/23/001
Moved by Councillor Kelly-Chamberlain and Seconded by Councillor LeClerc
BE IT RESOLVED THAT the minutes of January 19th, 2023 be accepted as presented.
Carried Unanimously

8. CORRESPONDENCE & PETITIONS

Petitions - none

Correspondence

- i. Ministry of Agriculture, Food and Rural Affairs – RED Program
- ii. Lanark Highlands – Resolution – Violence Against Women
Action: Clerk to send letter of support.
- iii. Treasury Board Secretariat – Supporting First Nations Flood During Wildfire Season
- iv. City of Brantford – VIA Rail Cancellations
- v. City of Hamilton – Impacts of Bill 23, More Homes Built Faster Act, 2022
- vi. County of Huron – Call to Action: Review of the Cannabis Act
- vii. City of Thunder Bay – Gender Affirming Healthcare Act
- viii. City of Kitchener – Ontario's Big Mayors Bill 23
- ix. Town of Halton Hills – Repeal Bill 23 The Build More Homes Faster Act
Action: Clerk to send letter of support.
- x. Hayston Lam, EMO – 2022 Emergency Management Compliance

Late Correspondence –

- i. Local Immigration Partnership of Lanark and Renfrew Counties – Culture Connect

9. MAYOR'S REPORT

- i. Report 23/02/23/901 –Mayor's Report

10. STAFF REPORT

- i. Report 23/02/23/1001 – Treasurer's Statement of Council Expenses

Resolution No.: 23/02/23/002

Moved by Councillor Kelly-Chamberlain and Seconded by Councillor Dowser

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 2022 totaling \$32,636.62 be accepted as presented.

Carried Unanimously

- ii. Report 23/02/23/1002 – Clerk's Report – for information only.

Action: Councillor Kelly-Chamberlain will request brochures for the library.

Action: Clerk to send reminder notice to community contact email and mail boards regarding MPAC representatives scheduled to be in municipal office on March 8th.

11. FINANCIAL REPORTS

- i. Report 23/02/23/1001 – 2023 Preliminary Budget

Resolution No.: 23/02/23/003

Moved by Councillor Dowser and Seconded by Councillor Kelly-Chamberlain

WHEREAS Council has received Report #23/02/23/1101 concerning the 2023 municipal operating budget;

THEREFORE BE IT RESOLVED THAT By-Law 2023-04 being a by-law to adopt the 2023 municipal operating budget be read a first, second and third time passed this 23rd day of February 2023.

Deferred

Additional considerations for 2023 Budget include:

\$10,000 for gravel resurfacing;

\$3000 for Canada Day;

Replacement of dishwasher;

Beautification of exterior of building;

Community Pantry and Garden;

Improving/ replacing advertisement boards; and

Emergency management communications.

12. UNFINISHED BUSINESS –

i. Report 23/02/23/1201 – Procedure By-Law

Resolution No.: 23/02/23/004

Moved by Councillor Dowser and Seconded by Councillor Richer

WHEREAS Council received Report 23/01/19/1302 and 23/02/23/1201 regarding the Procedure By-law and have had an opportunity to ask clarifying questions and make recommendations of updates to the by-law (correction Section 4.5);

THEREFORE BE IT RESOLVED that By-law 2023-02 being a by-law to establish rules governing the proceedings of Council, the calling of meetings and the conduct of members, staff and the public be read a first, second and third time passed this 23rd day of February, 2023.

Carried Unanimously

ii. Report 23/02/23/1202 – Strategic Plan

Resolution No.: 23/02/23/005

Moved by Councillor Richer and Seconded by Councillor Dowser

BE IT RESOLVED THAT Council of the United Townships of Head, Clara and Maria does hereby direct staff to distribute the approved survey online through Survey Monkey and via hard copy at the municipal office;

AND FURTHER directs staff to schedule a public meeting for Strategic Planning on Saturday June 17th, 2023 at 1:00 p.m.

Action: Clerk to release the survey the second week of May.

Action: Clerk to include space for name on the survey and add disclaimer that that submissions must be respectful to be considered.

Carried Unanimously

13. NEW BUSINESS – none

14. NOTICE OF MOTION - none

15. POLICY/BY-LAW REVIEW - none

16. BY-LAWS – none

17. CLOSED SESSION

Resolution No.: 23/02/23/006

Moved by Councillor Dowser Seconded by Councillor Kelly-Chamberlain

WHEREAS the Municipal Act, 2001 allows for closed meetings under Section 239 (2);
THEREFORE BE IT RESOLVED THAT this meeting go into an in camera session at 3:45 p.m. to discuss personal information about identifiable individuals, labour relations or employee negotiations and to review minutes of a previously closed meeting.

Carried Unanimously

Resolution No.: 23/02/23/007

Moved by Councillor LeClerc and Seconded by Councillor Richer

WHEREAS Council went into closed session under to discuss personal information about identifiable individuals, labour relations or employee negotiations and to review minutes of a previously closed meeting;

THEREFORE BE IT RESOLVED THAT this meeting come out of closed session at 4:55 p.m. and the public portion of the meeting continue.

Carried Unanimously

Resolution No.: 23/02/23/008

Moved by Councillor Dowser and Seconded by Councillor Richer

WHEREAS Council went into closed session under Section 239 of the Municipal Act to review closed minutes of a previous meeting;

THEREFORE BE IT RESOLVED THAT Council of the United Townships of Head, Clara and Maria does hereby approve the closed meeting minutes of January 19, 2023.

Carried Unanimously

Resolution No.: 23/02/23/009

Moved by Councillor Dowser and Seconded by Councillor LeClerc

WHEREAS Council went into closed session under Section 239(2)(d) of the Municipal Act to review the 2023 Staff Salary Grid;

THEREFORE BE IT RESOLVED THAT Council of the United Townships of Head, Clara and Maria does hereby approve the 2023 Staff Salary Grid with the respective placements as presented;

AND FURTHER THAT a merit increase be awarded to one staff as directed.

Carried Unanimously

Resolution No.: 23/02/23/010

Moved by Councillor Dowser and Seconded by Councillor LeClerc

WHEREAS Council went into closed session under Section 239(2)(b)(d) of the Municipal Act to discuss succession planning, job description updates and advertising for a new Waste Disposal Attendant/ Public Works Labourer position;

THEREFORE BE IT RESOLVED THAT Council of the United Townships of Head, Clara and Maria does hereby approve the updated Job Description to be advertised immediately.

Carried Unanimously

18. QUESTIONS AND ANSWERS –

Mayor Grills- has invitation to round table discussion about our local municipal issues.

Inflation, access to childcare, extrication, lack of internet services.

Councillor Dowser – Could Council have a public meeting with the County of Renfrew to go through planning process, specifically for commercial and residential development?

Council will be going through the process of a zoning by-law update and will have multiple open houses and information sessions with the County of Renfrew Planning Department.

Policy Review – would like to start reviewing any non-updated policies again.

Councillor Kelly-Chamberlain – Library Board is having computer issues and would like to see if the IT person used for the municipality could look at the library computer. The municipality does not currently have an IT person.

19. CONFIRMATION OF PROCEEDINGS

Resolution No.: 23/02/23/011

Moved by Councillor LeClerc and Seconded by Councillor Dowser

BE IT RESOLVED THAT By-law 2022-05 being a by-law to confirm proceedings of the meeting of Council of Thursday, February 23, 2023 be read a first time short and passed.

Carried Unanimously

20. ADJOURNMENT

Resolution No.: 23/02/23/012


Moved by Councillor Richer and Seconded by Councillor Dowser

BE IT RESOLVED THAT this meeting adjourn at 5:29 p.m. to meet again on Thursday, March 16, 2023 at 2:00 p.m.

Carried Unanimously



MAYOR



CLERK

Deputation to Council

- i. Mitchell Johnson and Erin Sinclair, Cogeco Connexion – Network Expansion in Head, Clara and Maria

Mitchell Johnson- Manager, Network Strategy

Role is to coordinate with government programs to get subsidy for broad band expansion for rural communities.

Erin Sinclair- Manager, Marketing

Role is to work on deploying network, marketing and sales strategies.

In 2019, Cogeco invested one billion dollars to improve services across Ontario and Quebec; largest initiative in Cogeco history. Cogeco currently has approximately 50 projects ongoing in network upgrades and expansions across Ontario. About 40,000 premises will be added or see upgraded services, delivering download speeds of up to 1 Gbps.

Cogeco does not have an established network in Head, Clara and Maria with services currently ending in Deep River. Current services in Deep River are a one way system which includes only TV service; no internet or home phone. Deep River will be upgraded with fibre, which will then be brought into Head, Clara and Maria, up to Deux Rivieres.

Head, Clara and Maria will be able to receive similar internet services to that of larger cities. Cogeco expects to expand services to 200 premises in Head, Clara and Maria.

Cogeco was a successful proponent for one of the Renfrew lots in the AHSIP reverse auction from Infrastructure Ontario. The AHSIP program has an overall target completion date of December 31, 2025, which is the end date to have everyone online and serviceable.

Services will include internet, TV cable service and home phone services.

Cogeco's preferred method of building fibre networks is by plowing which includes plowing of a one meter deep trench along the road way, with cable is deployed right behind it. Reburying the conduit is completed immediately after it is installed. It is the most successful in rural areas where premises are widespread and is the fastest and most economical deployment method. When burying cable, Cogeco wishes to be allowed to build as close to road shoulder as possible to reduce difficulties working along ditches.

Plowing is not always viable due to rock density and greater density of homes. In that case, Cogeco intends to use existing aerial infrastructure as much as possible to reduce the requirement of directional drilling. Aerial construction is cost-effective in areas where pole conditions are suitable for additional infrastructure.

If poles are not suitable to support additional infrastructure and plowing is not a suitable method, Cogeco can do directional drilling/ boring. It is the least cost effective and slowest deployment method.

Cogeco signed AHSIP agreement November of 2022; still very new. They will issue statement of work to contractors in coming months. Once design work is completed, they will reach out to municipalities and contractors to begin permitting process; no later than spring of 2024.

Questions of Council-

Councillor Dowser – Cogeco would like to run fibre optic underground as much as possible, however there is a lot of stone and not a lot of residents along the highway. We have private roads, and those with only one house per kilometer. Will you run to each residence? If a residence falls within the green areas in the slideshow, the intention is that it will be serviced. Looking to connect communities through the CP Rail, and break out from the trail to service homes.

Councillor Richer – which of the three installation methods do they foresee happening in our area? In a similar project, 50% aerial (Nippissing). The more aerial installations they can do, the faster the deployment will be; particularly in rocky areas. When poles are not sufficient to support new infrastructure, Cogeco will go to boring.

Railway – would it be aerial or buried? Install would be underground as there is no continuous pole line. Even if the terrain is rocky there is still opportunity to go underground along the railway, as there is no worry about driveways etc.

The faster that Cogeco can deploy, the faster people will have access to service and the faster they can leave the trail.

Councillor Dowser - projection of user costs? Currently service is \$90 per month as a promotion; regular \$120 month which provides speeds of 1Gbps. Between now and 2025, it is anticipated that the cost will increase to approximately \$130; however there are less expensive packages that include slower internet speeds.

Councillor LeClerc – for railway installation, will it be on top, of or beside, the trail? Beside the trail; would not damage existing trail.

Councillor Kelly-Chamberlain – County of Renfrew owns the trail, will you be contacting them? Yes, Cogeco is conducting municipal meetings now, but will reach out to the County afterwards. They have had successful agreements previously.

Mayor Grills – This will be an interesting project with our geography.

Mitchell – With Bill 93, Cogeco is hoping to do as much aerial as possible in order to meet 2025 timeline; the government has been supportive in bridging the gap.