



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

### **Minutes of August 26, 2023**

Minutes of a regular meeting of Council held on Saturday, August 26, 2023 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: Chris Dowser, Fran Kelly-Chamberlain, Karen LeClerc and Rachel Richer (virtually)  
**Staff:** Crystal Fischer, Municipal Administrator  
**Absent/Regrets:** none  
**Guests:** two members of the public
4. **RECITAL OF THE MUNICIPAL MISSION AND VISION STATEMENTS** – Councillor LeClerc  
**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 AND PRESENTATIONS** - none
7. **ADOPTION OF MINUTES OF PREVIOUS MEETINGS (INCLUDING COMMITTEES)**  
Resolution No.: 23/08/26/001  
Moved by Councillor Kelly-Chamberlain and Seconded by Councillor LeClerc  
**BE IT RESOLVED THAT** the minutes of the regular meeting of June 15, 2023 and June 17, 2023 be accepted as presented.  
Carried Unanimously
8. **CORRESPONDENCE & PETITIONS**  
**Petitions** - none  
**Correspondence**
  - i. City of Quinte West – Legislative Amendments to Municipal Codes of Conduct and Enforcement  
**Action: Clerk to send letter of support.**
  - ii. Town of Essex – Local Emergency Response Infrastructure

- iii. Township of Terrace Bay – Municipal Oath of Office to include Aboriginal Treaty Rights
- iv. AMCTO – Strong Mayor Powers Expanding to More Municipalities
- v. Town of Bradford West Gwillimbury – Right-to-Repair Movement  
**Action: Clerk to send letter of support.**
- vi. Ministry of Public and Business Service Directory – Registry Act, Land Titles Act
- vii. Municipality of North Perth – Vacant Building Official Positions
- viii. Ministry of Natural Resources and Forestry – Public Lands
- ix. Municipality of Wawa – OHIP Coverage for Chronic Pain Treatments  
**Action: Clerk to send letter of support.**
- x. Renfrew County District Health Unit – Potential Funding Impacts 2024
- xi. County of Renfrew – County Council Summary
- xii. AMCTO – Assessment Cycle
- xiii. Township of Selwyn – Short -Term Rentals
- xiv. Upper Ottawa Valley Chamber of Commerce – Affordability Housing
- xv. Ministry of Agriculture, Food and Rural Affairs – Provincial Policy Statement Permitted Uses in Prime Agricultural Areas
- xvi. Cheryl Gallant, MP – New Horizons for Seniors Program

Resolution No.: 23/08/26/002

Moved by Councillor Kelly-Chamberlain and Seconded by Councillor LeClerc

**WHEREAS** the New Horizon's for Seniors Program (NHSP) is accepting funding applications for community-based projects until September 14, 2023;

**AND WHEREAS** Council believes it is important to encourage social, recreational and physical programming;

**AND WHEREAS** the Municipality has seen success through previous NHSP grant opportunities;

**THEREFORE BE IT RESOLVED THAT** Council of the United Townships of Head, Clara and Maria does hereby direct staff to submit an application for funding for a Seniors/Intergenerational Program through the New Horizons for Seniors Program.

Carried Unanimously

- xvii. Elgin County – Amendment to Legislation to Allow Home-Based Childcare Operators to Increase Allowable Spaces  
**Action: Clerk to send letter of support.**
- xviii. Ministry of Natural Resources and Forestry – Technical Bulletin
- xix. Katherine Hartel – Improving Municipal Codes of Conduct and Enforcement

Resolution No.: 23/08/26/003

Moved by Councillor LeClerc and Seconded by Councillor Kelly-Chamberlain

**WHEREAS** all Ontarians deserve and expect a safe and respectful workplace;

**WHEREAS** municipal governments, as the democratic institutions most directly engaged with Ontarians, need respectful discourse;

**WHEREAS** several incidents in recent years of disrespectful behaviour and workplace harassment have occurred amongst members of municipal councils;

**WHEREAS** these incidents seriously and negatively affect the people involved and lower public perceptions of local governments;

**WHEREAS** municipal Codes of Conduct are helpful tools to set expectations of council member behaviour;

**WHEREAS** municipal governments do not have the necessary tools to adequately enforce compliance with municipal Codes of Conduct;

**THEREFORE BE IT RESOLVED THAT** the United Townships of Head, Clara and Maria supports the call of the Association of Municipalities of Ontario for the Government of Ontario to introduce legislation to strengthen municipal Codes of Conduct and compliance with them in consultation with municipal governments;

**AND FURTHER THAT** the legislation encompasses the Association of Municipalities of Ontario's recommendations for:

Updating municipal Codes of Conduct to account for workplace safety and harassment;

Creating a flexible administrative penalty regime, adapted to the local economic and financial circumstances of municipalities across Ontario;

Increasing training of municipal Integrity Commissioners to enhance consistency of investigations and recommendations across the province;

Allowing municipalities to apply to a member of the judiciary to remove a sitting member if recommended through the report of a municipal Integrity Commissioner; and

Prohibiting a member so removed from sitting for election in the term of removal and the subsequent term of office.

Carried Unanimously

xx. Clarence – Rockland – Ottawa River Study

xxi. Victim Services of Renfrew County – Golf Tournament Sponsorship

Resolution No.: 23/08/26/004

Moved by Councillor Kelly-Chamberlain and Seconded by Councillor LeClerc

**WHEREAS** Council received a request from the Fundraising Committee of Victim Services of Renfrew County requesting support for their Golf Tournament fundraiser of which proceeds go directly toward the services provided by the Volunteer Crisis Responders and the people they are supporting;

**AND WHEREAS** Victim Services is a non-profit organization that provides support to those who have been victimized by crime, tragic life events and disaster;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara and Maria does hereby direct staff to provide corporate sponsorship to the Victim Services of Renfrew County's Golf Tournament at a cost of \$100.00.

Carried Unanimously

**Action: Clerk to request additional information from Victim Services to be advertised on the municipal website.**

xxii. County of Renfrew – Call to Action on Housing and Homelessness

xxiii. Town of Fort Erie – Controls on Airbnb, VRBO

xxiv. Algonquins of Ontario – Correspondence

xxv. Renfrew County and District Health Unit – Rapid Antigen Testing

**Action: Clerk to request more tests to distribute from the municipal office.**

xxvi. Town of Deep River – Support of DRDH Long-Term Care Project

Resolution No.: 23/08/26/005

Moved by Councillor LeClerc and Seconded by Councillor Dowser

**WHEREAS** Council received a letter from the Town of Deep River proposing a proportional grant matching community challenge to offset the cost of development charges;

**AND WHEREAS** Council understands the importance of the construction of the new health care campus which serves the wider community including residents of Head, Clara & Maria;

**AND WHEREAS** the service volumes contained in the DRDH's 2021/2022 Annual Report details an average usage of 0.3% for Head, Clara and Maria;

**THEREFORE BE IT RESOLVED THAT** Council of the United Township of Head, Clara and Maria does hereby direct staff issue a cheque in the amount of \$414.74 to the Deep River and District Hospital to offset the cost of development charges.

Carried Unanimously

xxvii. Chatham-Kent – Time for Change MFIPPA

xxviii. Ministry of Infrastructure – Red Tape Reduction for Broadband Projects

#### **Late Correspondence**

- i. North Renfrew Family Services – Thank-you for Support
- ii. Ministry of Municipal Affairs and Housing – Building Faster Fund
- iii. Municipal Property Assessment Corporation – Extending Current Assessment Cycle
- iv. Upper Ottawa Valley Seniors Friendship Club – Seniors Active Living Centre

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

- i. Report 23/08/26/901 –Mayor's Report

#### **10. STAFF REPORT**

- i. Report 23/08/26/1001 – Clerk's Report – for information only.
- ii. Report 23/08/26/1002 – Annual Staff Training Report – for information only.
- iii. Report 23/08/26/1003 – Workplace Satisfaction Report

Resolution No.: 23/08/26/006

Moved by Councillor LeClerc and Seconded by Councillor Dowser

**WHEREAS** Council has received Report #23/08/26/1003 regarding the Workplace Satisfaction Survey which included a request to provide a portable toilet at the landfill site(s), specifically Bissett Creek;

**THEREFORE BE IT RESOLVED THAT** Council of the United Township of Head, Clara and Maria does hereby direct staff to purchase two portable toilets to be installed at the Bissett Creek and Stonecliffe landfill sites at a cost of \$3000.

Carried Unanimously

#### **11. FINANCIAL REPORTS**

- i. Report 23/08/26/1201 – Section 357 Application

Resolution No.: 23/08/26/007

Moved by Councillor Dowser and Seconded by Councillor LeClerc

**WHEREAS** the Treasurer has received two applications under Section 357 of the Municipal Act, 2001 for the reduction and refund of property tax;

**AND WHEREAS** the recommendations from MPAC include reductions in assessed values to better reflect the current property values;

**THEREFORE BE IT RESOLVED THAT** Council of the United Townships of Head, Clara and Maria does hereby direct the Treasurer to process a refund of taxes in the amount of \$311.51 for 2021-2022 and \$476.17 for 2023.

Carried Unanimously

## **12. UNFINISHED BUSINESS**

- i. Report 23/08/26/1201 – 2022-2026 Strategic Plan

**Action: No changes to be made to the Draft Plan. Clerk to bring presented Plan back to Council in September for final adoption.**

- ii. Report 23/08/26/1202 – Building Permit Fee Schedule Amendment  
Resolution No.: 23/08/26/008

Moved by Councillor Dowser and Seconded by Councillor LeClerc

**WHEREAS** Council was presented with a proposed updated building permit fee schedule;

**AND WHEREAS** the requirements set out under the Ontario Building Code Act to implement a change in the building fee schedule have been met, including public consultation;

**AND WHEREAS** Council deems it prudent to review and update the existing Building By-law #2007-06;

**THEREFORE BE IT RESOLVED THAT** By-law #2023-16 being a by-law respecting construction, demolition and change of use permits and inspections be read a first, second and third time passed.

Carried Unanimously

## **13. NEW BUSINESS – none**

## **14. NOTICE OF MOTION – none**

## **15. POLICY/BY-LAW REVIEW**

- i. Report 23/08/26/1501 – Accessibility Policy  
Resolution No.: 23/08/26/009

Moved by Councillor LeClerc and Seconded by Councillor Dowser

**WHEREAS** Council received Report #23/08/26/1501 concerning the Draft Multi-Year Accessibility Plan;

**AND WHEREAS** Council deems it expedient to update the existing Plan and to incorporate a system of public feedback;

**THEREFORE BE IT RESOLVED THAT** Council of the United Townships of Head, Clara and Maria does hereby direct staff to publish the survey as presented;

**AND FURTHER** directs staff to schedule a portion of the regular meeting of September 21<sup>st</sup> for public consultation concerning the Accessibility Plan.

Carried Unanimously

## 16. BY-LAWS

i. Report 23/08/26/1601 – Mandatory Pre-Consultation By-Law

Resolution No.: 23/08/26/010

Moved by Councillor LeClerc and Seconded by Councillor Dowser

**WHEREAS** the Planning Act provides that Council, by by-law, may require applicants or municipalities to consult with the Municipality before submitting requests to amend the Zoning By-law, submitting requests for Site Plan Applications, or submitting requests Minor Variance Applications;

**AND WHEREAS** revisions to the Planning Act under Bill 109, More Homes for Everyone Act, 2022 and Bill 23, More Homes Built Faster Act, 2022 requires the Municipality to revise the process to review planning applications to ensure timely decisions;

**AND WHEREAS** County of Renfrew Official Plan Amendment No. 35 (OPA 35) updated the policies regarding pre-consultation;

**THEREFORE BE IT RESOLVED THAT** By-law 2023-17 being a by-law to impose mandatory consultation prior to submission of a planning application be read a first, second and third time passed.

Carried Unanimously

ii. Report 23/08/26/1601 – Procurement By-Law

Resolution No.: 23/08/26/011

Moved by Councillor Dowser and Seconded by Councillor LeClerc

**WHEREAS** Council received Report#23/08/26/1602 in regards to updating the Procurement By-law;

**THEREFORE BE IT RESOLVED THAT** By-law 2023-17 being a by-law governing the procurement of goods and services be read a first and second time.

Carried Unanimously

## 17. CLOSED SESSION

Resolution No.: 23/08/26/012

Moved by Councillor Dowser and Seconded by Councillor LeClerc

**WHEREAS** the Municipal Act allows for closed meetings under section 239 of the Municipal Act, 2001;

**THEREFORE BE IT RESOLVED THAT** this meeting go into an in camera session at 3:18 p.m. and to discuss the Clerk's Key Performance Indicators and Solicitor-Client Information.

Carried Unanimously

Resolution No.: 23/08/26/012

Moved by Councillor LeClerc and Seconded by Councillor Dowser

**WHEREAS** Council went into closed session under Section 239 of the Municipal Act, 2001, to discuss the Clerk's Key Performance Indicators and Solicitor-Client Information;

**THEREFORE BE IT RESOLVED THAT** this meeting come out of closed session at 3:57 p.m. and the public portion of the meeting continue.

Carried Unanimously

Resolution No.: 23/08/26/1001

Moved by Councillor Kelly-Chamberlain and Seconded by Councillor LeClerc

**WHEREAS** Council received correspondence dated August 8<sup>th</sup> from Mr. Sheldon Reiche, representing the Pembroke and Area Airport Commission, who wishes to dispose of a parcel of property to the Town of Petawawa;

**AND WHEREAS** the United Townships of Head, Clara and Maria is a named municipality in the legislation that is affecting the disposition of the land;

**THEREFORE BE IT RESOLVED THAT** Council of the United Townships of Head, Clara and Maria does hereby direct the Mayor and Clerk to sign, on behalf of the Municipality, two Consents provided by Reiche Law to proceed with disposition and sale of the land.

Carried Unanimously

Resolution No.: 23/08/26/016

Moved by Councillor Dowser and Seconded by Councillor LeClerc

**WHEREAS** Council received Report #23/08/26/1702 in regards to the Clerk-Treasurer's Key Performance Indicators;

**AND WHEREAS** Council has had the opportunity to revise the document;

**THEREFORE BE IT RESOLVED THAT** the Clerk-Treasurer's Key Performance Indicators be accepted as presented.

Carried Unanimously

## 18. QUESTIONS AND ANSWERS –

## 19. CONFIRMATION OF PROCEEDINGS

Resolution No.: 23/08/26/014

Moved by Councillor Dowser and Seconded by Councillor LeClerc

**BE IT RESOLVED THAT** By-law 2023-18 being a by-law to confirm proceedings of the meeting of the Council of Saturday, August 26 2023 be read a first time short and passed.

Carried Unanimously


## 20. ADJOURNMENT


Resolution No.: 23/08/26/015

Moved by Councillor Kelly-Chamberlain and Seconded by Councillor LeClerc

**BE IT RESOLVED THAT** this meeting adjourn at 4:05 p.m. to meet again on Thursday, September 21, 2023 at 2:00 p.m.

Carried Unanimously

  
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MAYOR

  
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CLERK