



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

**Minutes of May 17, 2022**

Minutes of a regular meeting of Council held on May 17, 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  
Four members of the public.  
  
Resolution No.: 22/05/17/1001  
Moved by Councillor Villeneuve and Seconded by Councillor Allen  
**BE IT RESOLVED THAT** Council of the United Townships of Head, Clara and Maria does hereby amend the agenda to include:  
Library Board Minutes of February 14th and March 10th under 7. Adoption of Previous Minutes; and Canada Day Celebrations under 13. New Business.  
Carried Unanimously
  
4. **RECITAL OF THE MUNICIPAL MISSION AND VISION STATEMENTS** – Councillor Allen  
**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. Bruce Howarth – Manager of Planning Services, County of Renfrew  
Draft Planning Agreement and Zoning By-Law Work Plan
  - ii. Jim Beaudin – Council's consideration of installing a boat launch in Bissett Creek  
See page 7 for notes.

## 7. ADOPTION OF MINUTES OF PREVIOUS MEETINGS (INCLUDING COMMITTEES)

Resolution No.: 22/05/17/001

Moved by Councillor Villeneuve and Seconded by Councillor Kelly-Chamberlain

**BE IT RESOLVED THAT** the minutes of April 19, 2022 be accepted as presented.

Carried Unanimously

## 8. CORRESPONDENCE & PETITIONS

**Petitions** - none

### Correspondence

- i. Avian Influenza – Ministry of Agriculture, Food and Rural Affairs
- ii. Municipality of Grey Highlands – HST Rebate on New Homes
- iii. Paul Gregory – Oceans Day Resolution
- iv. Victim Services of Renfrew County – Proclamation for Victims and Survivors of Crime Week
- v. Ministry of Transportation – Draft Transportation Plan for Eastern Ontario
- vi. Township of South Bruce Peninsula – New Home Tax Rebate  
**Action: Clerk to send letter of support.**
- vii. Township of Muskoka Lakes – Let's Talk Submission
- viii. Town of Arnprior – Support for Humanitarian Efforts in Ukraine
- ix. Ontario Provincial Police – 2023 Municipal Billing Property Count  
Just note – follow up does it include camps and trailers?
- x. News Release – Deep River Campus of Care Expanding with New Family Health Team Building
- xi. MNDMNRF – Decision Notice – Proposed Regulations under the Aggregate Resources Act
- xii. Algonquin College – Partnership with Ukrainian Diaspora Support Canada
- xiii. Edward Gardiner – Letter to Council Regarding Civic Addressing Requirement  
**Action: Clerk to research and bring more information back to Council.**
- xiv. Solicitor General – Provincial Animal Welfare Services Act

## 9. MAYOR'S REPORT

- i. **Report #22/05/17/901**

## 10. STAFF REPORT – none

## 11. FINANCIAL REPORTS – none

## 12. UNFINISHED BUSINESS

- i. Report 22/05/17/1201 – COVID-19 Restrictions

Resolution No.: 22/05/17/002

Moved by Councillor Kelly-Chamberlain and Seconded by Councillor Villeneuve

**WHEREAS** Council has received Report #22/05/17/1201 concerning the municipal hall re-opening and COVID-19 Safe Operations Plan;

**THEREFORE BE IT RESOLVED THAT** Council of the United Townships of Head, Clara and Maria does hereby approve the updated COVID-19 Safe Operations Plan as amended and authorize re-opening of the municipal hall.

Carried Unanimously

Resolution No.: 22/05/17/1002

Moved by Councillor Dowser and Seconded by Councillor Villeneuve

**WHEREAS** Council has received Report #22/05/17/1201 concerning re-opening the recreation equipment "Lending Hub";

**THEREFORE BE IT RESOLVED THAT** Council of the United Townships of Head, Clara and Maria does hereby approve the re-opening of the Lending Hub.

Motion to defer until June 21<sup>st</sup> meeting of Council.

Moved by Councillor Villeneuve seconded by Councillor Allen

Carried Unanimously

Note: regarding municipal office restrictions; up to municipal staff and their level of comfort - staff are behind plexiglass and people can still wear masks if they feel more comfortable.

### 13. NEW BUSINESS –

i. Report 22/05/17/1301 – **Emergency First Aid, CPR and AED Training**

Resolution No.: 22/05/17/003

Moved by Councillor Kelly-Chamberlain and Seconded by Councillor Villeneuve

**WHEREAS** Council has received Report #22/05/17/1301 concerning First Aid, CPR and AED Training;

**AND WHEREAS** All businesses covered by the Workplace Safety and Insurance Act are required to have first aid equipment, facilities and trained personnel in all workplaces;

**THEREFORE BE IT RESOLVED THAT** Council of the United Townships of Head, Clara and Maria does hereby approve the cost of training to staff and volunteers at a cost of up to \$1,140 plus tax.

Carried Unanimously

ii. Report 22/05/17/1301 – County of Renfrew Transportation Master Plan

Resolution No.: 22/05/17/004

Moved by Councillor Villeneuve and Seconded by Councillor Dowser

**WHEREAS** Council has received Report #22/05/17/1302 concerning the County of Renfrew's invitation to local municipalities to have the development of individual Transportation Master Plans included in the County's RFP;

**THEREFORE BE IT RESOLVED THAT** Council of the United Townships of Head, Clara and Maria does hereby direct staff to notify the County of Renfrew that the municipality will not participate in having a local Transportation Master Plan included in the County's RFP.

Carried Unanimously

2022 Senior of the Year Award – Cathy Sutherland

Action: Clerk to publish nomination letter on municipal website. Cathy received two nominations.

Resolution No.: 22/05/17/1005

Moved by Councillor Allen and Seconded by Councillor Dowser

**WHEREAS** Staff has received a request from the Missing Link Snowmobile Club to waive hall rental fees for monthly meetings carried out in the Community Center; and

**WHEREAS** the Hall Rental Policy states that Fees are outlined in the Hall Rental Fee Schedule. Rental Fees may be waived for charitable, non-profit or community events that are open to the general public at the discretion of Council and/or the Clerk.

**THEREFORE BE IT RESOLVED THAT** that Council of the United Townships of Head, Clara and Maria does hereby waive rental fees of use of the Community Centre for monthly meetings of the Missing Link Snowmobile Club.

Carried

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

#### 14. POLICY AND PROCEDURE REVIEW

i. By-Law 2022-11 To Adopt Accounts Receivable Collection Policy

Resolution No.: 22/05/17/006

Moved by Councillor Kelly-Chamberlain and Seconded by Councillor Allen

**WHEREAS** Council has received and provided input on the #F-03 Accounts Receivable Collection Policy;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Township of Head, Clara and Maria does hereby adopt #F-03 Accounts Receivable Collection Policy as presented at the Council meeting on May 17<sup>th</sup>, 2022.

Carried Unanimously

#### 15. BY-LAWS

i. Report 22/05/17/1601 –By-Law 2022-12 Waste Management By-Law

Resolution No.: 22/05/17/005

Moved by Councillor Allen and Seconded by Councillor Kelly-Chamberlain

**WHEREAS** Council has reviewed the revised Waste Management By-Law (2011-21) to reflect the elimination of the bag tag system;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Township of Head, Clara and Maria does hereby adopt By-Law 2022-12, as amended, being an updated by-

law dealing with the collection, removal and disposal of solid waste within the municipality.

Carried Unanimously

Resolution No.: 22/05/17/1004

Moved by Councillor Allen and Seconded by Councillor Kelly-Chamberlain

**WHEREAS** a Recreation Committee member has volunteered to open and manage the community garden for this season;

**AND WHEREAS** the Recreation Advisory Committee met on May 10<sup>th</sup>, 2022 and has requested that a "Community Garden" sign be erected;

**THEREFORE BE IT RESOLVED THAT** that Council of the United Townships of Head, Clara and Maria does hereby approve the Recreation Advisory Committee's request to have a "Community Garden" sign installed at a cost of no more than \$100.

Carried Unanimously

Resolution No.: 22/05/17/1003

Moved by Councillor Kelly- Chamberlain and Seconded by Councillor Allen

**WHEREAS** the Recreation Advisory Committee met on May 10<sup>th</sup>, 2022 and has expressed interest in purchasing fireworks for a display on Canada Day;

**THEREFORE BE IT RESOLVED THAT** that Council of the United Townships of Head, Clara and Maria does hereby approve the Recreation Advisory Committee's request for funding in the amount of \$1500.00.

Carried Unanimously

#### 16. CLOSED SESSION -

Resolution No.: 22/05/17/007

Moved by Councillor Dowser and Seconded by Councillor Allen

**WHEREAS** the Municipal Act allows for closed meetings under section 239(2)(b);

**THEREFORE BE IT RESOLVED THAT** this meeting go into an in camera session at 3:20 p.m. to discuss personal information about identifiable individuals.

Carried Unanimously

Resolution No.: 22/05/17/008

Moved by Councillor Allen and Seconded by Councillor Dowser

**WHEREAS** Council went into closed session to discuss personal information about identifiable individuals;

**THEREFORE BE IT RESOLVED THAT** this meeting come out of closed session at 3:44 p.m. and the public portion of the meeting continue.

Carried Unanimously

Resolution No.: 22/05/17/1005

Moved by Councillor Dowser and seconded by Councillor Kelly-Chamberlain

**BE IT RESOLVED THAT** Council of the United Townships of Head, Clara and Maria does hereby direct the Clerk to proceed with Council direction as discussed in closed session.

Carried Unanimously

**17. QUESTIONS AND ANSWERS**

How many trailer permits have we sold? 10

**18. CONFIRMATION OF PROCEEDINGS**

Resolution No.: 22/05/17/010

Moved by Councillor Dowser and Seconded by Councillor Allen

**BE IT RESOLVED THAT BE IT RESOLVED THAT** By-Law 2022-13 being a by-law to confirm proceedings of the Council of Tuesday, May 17, 2022 be read a first time short and passed.

Carried Unanimously

**19. ADJOURNMENT**

Resolution No.: 22/05/17/014

Moved by Councillor Allen and Seconded by Councillor Dowser

**BE IT RESOLVED THAT** this meeting adjourn at 4:35 p.m. to meet again on Tuesday, June 21, 2022 at 1:00 p.m.

Carried Unanimously

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**MAYOR**

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**CLERK**

## **Deputations/ Presentation**

### County of Renfrew

Bruce Howarth, Manager of Planning Services

There have been many changes over the years that municipalities have asked the County to assist with and/or undertake; reaching out to local municipalities to provide stability for the Planning Department. Happy to bring enough staff in to assist. Reaching out to see what needs of municipalities are and ensure that those needs can be fulfilled. County wants to ensure efficient processing of applications and clear understanding of roles; reducing duplication of efforts.

These planning agreements concern local planning approvals only; no changes for consent applications, Zoning By-law amendments, minor variance etc.

Not a lot of requests in Head Clara and Maria, however County Council asked that all local municipalities be invited to participate.

### Zoning By-Law Workplan

Local approval that township is responsible for. In 2021 County Council finalized Official Plan which triggered three-year timeline for municipalities to update their plan to conform with the updated County of Renfrew Official Plan. County sent out workplan to all local municipalities who use their Official Plan to see if they would like assistance in their updates.

A template has been created that is consistent across all areas, but can be tailored to meet specific needs of individual municipalities. The workplan also includes update to mapping. Head, Clara and Maria does not have mapping in their plan. We would be able to update zoning schedules for ratepayers that can login and search their property and zoning information – can cross onto other local municipalities.

Councillor Villeneuve – County definition of lot size is not a good fit for Head, Clara and Maria. Current says one acre; County Official Plan says 2.5 acres. 1.5 acres is plenty for rural property with its own septic and well. Rural properties are different from town/village – zoning by-law should reflect that.

Bruce Howarth – Official Plan vs Zoning By-law. Official Plan does not require 2.5 acres. Private servicing under 2.5 acres and want to create new lot; hydrogeological study to support that a new well and septic will have no impact on adjacent owners – either from the severed or retained lots. If over 2.5 acres study is not required. Minimum requirement is still one acre.

Councillor Villeneuve has concerns with the process – will be sending letter to the County to address his concerns.

Councillor Dowser – when talking about digital mapping – similar to MPAC? Anyone can go in and see who owner is?

Bruce Howarth - Cannot access property owner information – Zoning, Official Plan designations etc. only.

All plans can be tailored to meet specific needs while meeting Official Plan requirements.

Mr. Jim Beaudin

Council's consideration of installing a municipal boat launch in Bissett Creek.

Would like to see more water access; issues with launching boats. Right now, need someone to pick up and drop off vehicles in Deux Rivieres.

Councillor Kelly-Chamberlain – is there access? There is a road near Trapper's Way. The municipality owns the property.

Councillor Villeneuve – went on GIS mapping to see property. Mapping shows that it is private property. Unopened Road Allowance – Council would need to build a road – costs a lot of money.

Mayor Grills – very proud of the boat launches that we have. Would like to find out more information about the property, appreciate bringing it to Council's attention.

Councillor Allen – Most people have to drive to boat launches. We can look into the details – who owns property etc. Preliminary questions would give green light or not.

Mr. Beaudin: If there is a breakdown on the water – no way to get boat launched/ out.

Clerk: Process would involve speaking with County of Renfrew regarding access across the railbed. The Unopened Road Allowance is owned by the municipality – would need to bring up to standard. Would also need to speak with Ontario Power Generation regarding a lease agreement to access their property abutting the water.

Mayor Grills: Do not enter onto private property without permission.

Mr. Beaudin: Also requesting that a "No Exit" sign be installed at McIsaac Drive.