



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

Minutes of December 19, 2017

(December 12 meeting postponed to December 19 due to weather.)

All resolutions and reports will reflect 12/12/17.

Minutes of a regular meeting of Council held on Tuesday, December 19, 2017 at 19:00 h. in the Municipal Hall.

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. **ROLL CALL** – The following persons were present: Mayor Bob Reid, Councillors: Calvin Chartrand, Dave Foote, Cathy McKay and Ernie Villeneuve.

Staff: Melinda Reith, Clerk; Crystal Fischer, Administrative Assistant; 14 members of the public.

Absent/Regrets: Noella LeBreton, Treasurer-Deputy Clerk

3. **RECITAL OF THE MUNICIPAL MISSION AND VISION STATEMENTS** - Councillor Foote

HCM Mission: At your service; working effectively to bring together people, partnerships and potential for a strong, connected community.

HCM Vision: Proving 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.

5. **DEPUTATIONS/PRESENTATION** – County of Renfrew staff – The Algonquin Trail – Deferred – Rescheduled to the January meeting.

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

i. Council Minutes – November 14, 2017

Resolution #12/12/17/001

Moved by Councillor McKay and seconded by Councillor Chartrand

BE IT RESOLVED THAT the minutes of the regular meeting of Tuesday, November 14, 2017 be accepted as presented.

Carried

Recorded Vote

Councillor Chartrand – yes

Councillor Foote – yes

Councillor McKay – yes

Mayor Reid – yes

Councillor Villeneuve - no

ii. Rural Mayor's Forum of Eastern Ontario Meeting Minutes - none

iii. HCM - Library Board Minutes – information

i. September 6, 2017

ii. October 4, 2017

iii. November 1, 2017

iv. Recreation Committee Minutes -none

7. **CORRESPONDENCE & PETITIONS**

i. MoF re: Ontario Municipal Partnership Fund Allocation – information

ii. Missing Link Snowmobile Club – re: Moving Forward with Legacy Trail – information

iii. County of Renfrew – re: Mr. Elder's request for waiver of fee –

Action: Staff to contact the County of Renfrew – follow up with lease agreement with County. What is being paid for? Request a clarification of authority and purpose.

- iv. CNL – re: Renewal of Operating License – Request for support – Mayor has provided his support to this effort. Nothing from Council specifically.

Action: Staff to provide a letter of support as per the email received from CNL.

- v. Johanna Echlin Old Fort William Cottagers' Association – re: CNL's Proposed Waste Storage – information
- vi. West Lincoln – re: Ontario Wildlife Compensation Program – information
- vii. Globe and Mail – re: Trans Canada Trail – information
- viii. Ben Holthof – re: CPR Bridges over Highway 17 – Heritage Sites – information

Mayor Reid - Bissett Bridge will be closed off. Trying to have this location designated a heritage site as all three modes of transportation cross in that location. Saving structure as is for now.

- ix. McIntosh Perry – re: Railway Bridge at Stonecliffe – Request for opinion - information
- x. Minister of Infrastructure – re: Ontario's Long-Term Infrastructure Plan – information
- xi. Ontario Provincial Police – re: Annual Billing – information
- xii. MoFinance – re: OMPF – duplicate – apologies
- xiii. AMO Communications – re: Legislative Updates – information
- xiv. MCSCS – re: Ontario Strengthens Emergency Management Program – moving back to a divided EMO and FMO – information
- xv. Mo Municipal Affairs – re: Taxation on transient accommodation – information
- xvi. MP Hardeman, Oxford – re: two way radios – information
- xvii. MP Hardeman, Oxford – re: PC platform – information
- xviii. AMO – re: Legislative Update – information
- xix. AMO Communications – re: New Apprenticeship Grant, Tax Cuts - information
- xx. AMO Communications – re: Fire-Medic Approach to Municipality – information
- xxi. AMO Communications – re: New Policing Legislation – information
- xxii. AMO Communications – re: National Housing Strategy – information
- xxiii. AMO Communications – re: Bill 68 Workshop – information
- xxiv. ROMA – re: 2018 ROMA Annual Conference – information
- xxv. Cunningham Swan – re: Legal Matters – information
- xxvi. L1 – update to 2-way radio issue – information
- xxvii. L2 - Email from Chris Dowser about Council's agenda - information

8. STAFF REPORTS

- i. Report #12/12/17/801 – Clerk's Report

Resolution #12/12/17/002

Moved by Councillor Chartrand and seconded by Councillor McKay

WHEREAS for the past 2 years Council has provided a financial contribution to the North Renfrew Family Services;

AND WHEREAS funds remain in the Council donation budget line for 2017;

THEREFORE BE IT RESOLVED THAT THE Council of the United Townships of Head, Clara & Maria does hereby authorize staff to provide a cheque to NRFS in the amount of \$1,500.

Carried Unanimously

Councillor Villeneuve Question - Workplace Harassment Complaints – how many people are involved? What will it cost?

Clerk - That information is confidential as per the policy.

Resolution #12/12/17/003

Moved by Councillor McKay and seconded by Councillor Chartrand

WHEREAS due to the number of council members named in Code of Conduct infractions there remained only two councillors left to make a decision on appointment of an Integrity

Commissioner with one member refusing to vote on the decision at the November 14th meeting resulting in the vote being in the negative with the vote ultimately lost;

AND WHEREAS it is in Council's best interest to have these matters investigated and followed up on in a timely manner;

AND WHEREAS Council at any time may change its own policy through an open vote at a Council meeting;

THEREFORE BE IT RESOLVED THAT in order to expedite the matters of investigation into Code of Conduct Complaints that the Council of the United Townships of Head, Clara & Maria does hereby amend section 14.4 of the Code of Conduct – Council where it states "*At that time, Council will choose an Integrity Commissioner by resolution to act upon the complaint received.*" and authorizes staff to appoint an Integrity Commissioner for this purpose alone to investigate the complaints filed against members of Council.

Carried Unanimously

- ii. Report #12/12/17/802 – Treasurer's Report - none
- iii. Report #12/12/17/803 – Mayor's Report
 - Welcome Jennifer Murphy as Warden for the next year.
 - Representatives of MoT – work this year – bridges and repaving – including pull offs for trucks so drivers can sleep – slated for next year, dependent on funding.
 - Heritage site/designation – Ottawa River – bigger push on Ontario side for more recognition.
 - Councillor Foote - Minutes of County of Renfrew meetings are on line.

Clerk's clarification and follow up to Councillor Villeneuve's question. – The investigation is a legislated requirement under the Workplace Harassment and Violence Policy (OHSA). The number of complaints and potential cost is irrelevant.

- iv. Report #12/12/17/804 – Admin Assistant Report

9. FINANCIAL REPORTS

- i. Cheque Log – to December 7, 2017

Resolution #12/12/2017/004

Moved by Councillor Chartrand and Seconded by Councillor McKay

BE IT RESOLVED THAT the cheque log to December 7, 2017 totalling \$ 55,343.15 be accepted as presented.

Carried Unanimously

- ii. Comparative Income Statement – December 7, 2017

Resolution #12/12/17/005

Moved by Councillor McKay and Seconded by Councillor Chartrand

BE IT RESOLVED THAT the Comparative Income Statement from January 1, 2017 – December 7, 2017 be accepted as presented.

Carried Unanimously

10. BY-LAWS

- i. Report 1001 - By-Law #2017-14 Emergency Management Program and Plan 2017

Resolution #12/12/17/006

Moved by Councillor Chartrand and Seconded by Councillor McKay

WHEREAS By-Law #2017- 14 being a by-law to adopt the municipality's Emergency Management Program, Program Committee and Emergency Response Plan and appoint a Chair of the Community Emergency Management Committee is presented to Council to obtain compliance with 2017 regulations.

THEREFORE BE IT RESOLVED THAT By-Law 2017- 14 be read a first time short and passed this 19th day of December, 2017.

Carried Unanimously

Resolution #12/12/17/007

Moved by Councillor McKay and Seconded by Councillor Chartrand

WHEREAS during Emergency Management Training held on Friday, November 24, 2017 shortcomings were identified mainly in relation to communications which might be addressed in part through increased technology;

AND WHEREAS a number of operational and communication procedures be modified to better prepare the municipality in the event of an emergency;

AND WHEREAS funds exist in the 2017 Emergency Preparedness budget;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby authorize staff to purchase the following items:

- An office cell phone for admin staff;
- 5 voice recorders to use during emergencies to help keep notes;

AND FURTHER BE IT RESOLVED THAT the Recommendations included in Report 12/12/2017/1001 be adopted by Council to take steps to improve emergency preparedness for the municipality and provide direction to staff.

Carried Unanimously

ii. Report 1002 - By-Law #2017-16 Profession/Courteous Conduct Policy By-Law
Resolution #12/12/17/008

Moved by Councillor Chartrand and Seconded by Councillor McKay

WHEREAS By-Law #2017- 16 being a by-law to establish processes and policy to direct the expected professional and courteous conduct of attendees at municipal facilities or properties including Council members has been presented to Council for review.

THEREFORE BE IT RESOLVED THAT By-Law 2017-16 be read a first time short and passed this 19th day of December, 2017.

Carried

Recorded Vote

Councillor Chartrand - Yes

Councillor Foote - No

Councillor McKay - Yes

Mayor Reid - Yes

Councillor Villeneuve - No

11. UNFINISHED BUSINESS

- i. Report #12/12/17/1101 – Use of the Algonquin Trail Through Head, Clara & Maria – Deferred – Resolution Amended

Resolution #12/12/17/009

Moved by Councillor McKay and seconded by Councillor Chartrand

WHEREAS the County of Renfrew has moved to lease sections of the Algonquin Trail within Head, Clara & Maria without any consultation with this lower tier municipality;

AND WHEREAS Council recognizes the potential of a properly planned and managed trail system within the County and is willing to consult on and come to a practical system meeting all needs;

AND WHEREAS use of a motorized trail through HCM is contrary to the current Zoning By-Law, and **not strictly compliant with** the current Renfrew County Official Plan or the Provincial Policy Statement as they speak to the importance and preference of active transportation including pedestrian and cycling over motorized trails;

AND WHEREAS municipalities have the express responsibility under the *Municipal Act* to protect their residents from public nuisance, noise, odour and dust, and to overall protect their general health and safety;

AND WHEREAS this Council has concern with the shared use of a trail by motorized and non-motorized users;

THEREFORE BE IT RESOLVED THAT THE Council of the United Townships of Head, Clara & Maria does hereby direct staff to notify the County of Renfrew that the use of the lands known as

the Algonquin Trail as a motorized trail through the municipality is contrary to the local Zoning By-Law and therefore not permitted;

AND FURTHER THAT consultations commence between the County and the municipality to come to an agreement to develop a system of trails throughout Head, Clara & Maria which meet the needs of all residents and users being mindful of property owner rights, public safety, costs and municipal liability;

AND FURTHER THAT this resolution and supporting documents be forwarded to each member of the upper tier Council of the Counties of Renfrew and Lanark and Papineau Cameron Township expressing Council's concerns as well as to all lower tier municipalities in Lanark and Renfrew Counties for support.

Carried

Recorded Vote

Councillor Chartrand - Yes

Councillor Foote - No

Councillor McKay - Yes

Mayor Reid - Yes

Councillor Villeneuve - No

12. ADDENDUM (NEW BUSINESS)

- i. Report #12/12/17/1201 – COLA and Payroll Adjustments

Resolution #12/12/17/010

Moved by Councillor Chartrand and seconded by Councillor McKay

WHEREAS Council policy and past practise has been to award cost of living adjustments to staff salary, municipal contracts and council honoraria when the October to October Consumer Price Index surpassed 1%;

AND WHEREAS numbers for Ontario show an increase of 1.3% 2016-2017;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby authorize the 1.3% cost of living adjustment based on the October to October Statistics Canada's Consumer Price Index for Ontario to all applicable salaries, honoraria and contracts effective January 1, 2018.

Carried Unanimously

- ii. Report #12/12/17/1202 – AMO – Funding Municipal Shortfall Resolution of Support – 1% HST Hike

Resolution #12/12/17/011

Moved by Councillor Villeneuve and seconded by Councillor Foote

WHEREAS the United Townships of Head, Clara & Maria through the Association of Municipalities of Ontario (AMO) Local Share Proposal will receive \$125,795 in annual sustainable funding with the County of Renfrew receiving a total of \$26,541,120 which municipalities will be obligated to invest in planned improvement of municipal infrastructure;

AND WHEREAS AMO estimates that municipal governments face an annual shortfall of about \$4.9 billion dollars during the next 10 years as they struggle to maintain current services and address their local infrastructure gap;

AND WHEREAS local municipal governments cannot try to close the \$4.9 billion gap using property taxes alone as estimates show they would need to double over the next decade having a negative impact on the economy, with seniors and low income residents being hardest hit;

AND WHEREAS the Local Share Proposal demonstrates that a dedicated 1% sales tax could generate \$2.5 billion annually for municipal infrastructure and services, helping to bridge the gap while helping municipal governments manage the upward pressure on local property taxes;

AND WHEREAS municipal governments own more of Ontario's infrastructure than the federal or provincial governments, with roads, bridges and other assets in need of repair and investment, that has been delayed due to a lack of consistent and sustainable funding;

AND WHEREAS municipal governments across the County of Renfrew and the Province of Ontario need and will continue to need a variety of dependable, multi-year and sustainable funding sources to repair, maintain and build strong communities today and into the future;

AND WHEREAS the Canadian and Ontario governments are almost wholly dependent upon municipal infrastructure for the generation of economic activity in our communities, economic

activity from which they derive tax revenue and are reluctant to consistently and equitably invest in renewing or improving the infrastructure they benefit from;

AND WHEREAS the Local Share Proposal will ensure that every user of municipal services – residents, businesses and tourists alike – help to pay for infrastructure and services as they are renewed, expanded or repaired;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby strongly support the Local Share Proposal developed by the Association of Municipalities of Ontario and believes it to be crucial to the economic well-being of our community as it will assist in the timely repair, replacement or renewal of municipal infrastructure which is utilized daily to support the local, provincial and national economy;

AND FURTHER THAT a copy of this resolution be sent to the Honourable Premier Kathleen Wynne, Mr. John Yakabuski, MPP Renfrew-Nipissing-Pembroke, Mr. Patrick Brown, Leader of the Progressive Conservative Party of Ontario, Ms. Andrea Horwath, Leader of the Ontario New Democratic Party, the Association of Municipalities of Ontario and our local municipal councils and the City of Pembroke for support.

Carried

Recorded Vote

Councillor Chartrand - Yes
Councillor Foote - yes
Councillor McKay - yes
Mayor Reid - yes
Councillor Villeneuve - No

iii. Report #12/12/17/1203 – Grid Placement
Resolution #12/12/17/012

Moved by Councillor Foote and seconded by Councillor Villeneuve

WHEREAS merit increases may be awarded to employees based on performance as a lump sum or base pay rate as per municipal policy and grid placement moves according to performance;

AND WHEREAS the Clerk is recommending, based on increased responsibilities, a changing job description and exceptional performance, that a retro-active step increase for 2017 and a step increase for 2018 be awarded for one employee, and that a step increase be awarded for a second employee for increased payroll costs of approximately \$1,900 for 2017 and \$2,500 for 2018;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby approve increase budget spending for purposes of awarding municipal employees earned step increases for 2018 including one retro-active to Jan. 1, 2017.

Carried

Recorded Vote

Councillor Chartrand – Yes
Councillor Foote – Yes
Councillor McKay - Yes
Mayor Reid – Yes
Councillor Villeneuve – No

iv. Late RCDHU - Support for the County of Renfrew District Health Unit - Public Health within an Integrated Health System: Response to the Recommendations of the Minister's Expert Panel on Public Health

Resolution #12/12/17/012-A

Moved by Councillor Villeneuve and seconded by Councillor Foote

WHEREAS, the Township of Head, Clara and Maria received the report of the Minister's Expert Panel on Public Health: "Public Health within an Integrated Health System"; and

WHEREAS, the Council for the Township of Head, Clara and Maria has significant concerns regarding the recommendations of the Expert Panel to integrate a population health approach into local planning and service delivery; and

WHEREAS, there is an apparent lack of empirical evidence base upon which the recommendations are founded; and

WHEREAS, the current mandate of public health to prevent disease, protect, and promote health should remain unchanged; and

WHEREAS, public health must remain distinct from acute care health services and Local Health Integration Networks (LHINs) in terms of role, funding, governance, and accountability in order for public health to focus on a more upstream approach, the causes of poor health or the social determinants of health; and

WHEREAS, the important linkages with local communities for programming, understanding local needs, and leveraging these partnerships will be undermined; and

WHEREAS, regionalization of public health units with centralized decision-making will have significant negative consequences for local public health and municipalities:

- Less municipal representation (400 Board of Health members reduced to approximately 180) and loss of local voice in governing and directing public health programs and services to understand and meet the needs of our communities;
- Substantial delays in responding to local program and service needs especially during emergencies;
- Adding another layer of bureaucracy resulting in increased costs and inefficiencies;
- Governance structure will not be flexible enough to meet/adjust/respond to local needs and negatively impact vulnerable priority populations;
- Potential loss of important local services fundamental to day-to-day public health unit operations and efficiencies (i.e., corporate services, finance, planning and evaluation, communications, information technology, etc.);
- Key positions (chair, vice-chair, finance, etc.) on regional boards of health should not be appointed Orders in Council to avoid political influence/interference; and

WHEREAS, the current cost-shared provincial/municipal funding formula (75%-25%) will not support the implementation of the proposed recommendations; and

WHEREAS, LHIN boundaries should be reconfigured to align with municipal, local public health, education, and social service boundaries to support their relationships with local public health and population health and health care system planning; and

WHEREAS public health can be integrated into the health care system without the significant system disruption, enormous cost, and risk of eroding community valued Public Health programs and services that would result with implementation of the Expert Panel's recommendations;

NOW THEREFORE BE IT RESOLVED, that the Township of Head, Clara and Maria does not support the recommendations of the Expert Panel and is in agreement with the Association of Municipalities of Ontario (AMO) urging the Minister of Health and Long-Term Care, Dr. Eric Hoskins, not to adopt them.

Deferred to January

13. CLOSED SESSION – Report #12/12/17/1301 - Personal Information about an Identifiable Individual – Code of Conduct Complaints Against Employees

Resolution #12/12/17/012-B

Moved by Councillor Foote and seconded by Councillor Villeneuve

WHEREAS the Municipal Act allows for closed meetings under section 239;

THEREFORE BE IT RESOLVED THAT this meeting go into an in camera session at _____ h to discuss personal information about identifiable individuals including municipal and local employees under section 239 (2) (b) in relation to Code of Conduct Complaints filed against municipal employees.

Defeated Unanimously

Resolution #12/12/17/012-C- Not Required

Moved by Councillor and seconded by Councillor

~~**WHEREAS** Council went into closed session to discuss personal information about an identifiable individual and did receive a confidential report;~~

~~**THEREFORE BE IT RESOLVED THAT** this meeting come out of closed session at _____h. and the public portion of the meeting continue. Let it be public record that no business of Council was advanced during this closed session.~~

~~_____ No votes were held in closed session.~~

~~_____ Votes were held in camera for the sole purpose of providing direction to staff.~~

~~_____ Carried/Defeated~~

14. **BUSINESS ARISING FROM CLOSED SESSION** – Personal Information about an Identifiable Individual – Code of Conduct Complaints Against Employees

Resolution #12/12/17/012-D

Moved by Councillor Foote and seconded by Councillor Villeneuve

WHEREAS 11 Code of Conduct Complaints have been made against administrative employees by a Council member and investigated as per policy resulting in a report to Council;

AND WHEREAS not one of the 11 complaints were upheld with the solicitor finding that no employee breached any clause of the Code;

AND WHEREAS since many of the complaints were made in public, the employees against whom complaints were made have provided permission to Council to discuss personal matters about each of them as it relates to this report in public in order for Council to use the report as an educational tool;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby accept the report as presented and does further adopt the recommendations included in the report to be implemented immediately namely:

1. The Procedure By-law and Code be amended to allow Council to direct staff to recuse themselves in certain circumstances in providing advice to Council; and
2. The Code be amended to make dispute resolution mandatory prior to having a costly investigation completed.

AND FURTHER THAT Council directs staff to make the entire report public including the Summary, Background, Investigation, Analysis, Recommendations and Appendices to be used as an educational tool for Council members, employees and members of the public who may share similar misconceptions as the complainant.

Carried

Recorded Vote

Councillor Chartrand – Yes

Councillor Foote – Yes

Councillor McKay - Yes

Mayor Reid – Yes

Councillor Villeneuve – No

15. **QUESTIONS AND ANSWERS**

- i. Mayor Reid – thank you for being here and Merry Christmas.

16. **CONFIRMATION OF PROCEEDINGS**

Resolution #12/12/17/013

Moved by Councillor Villeneuve and seconded by Councillor Foote

BE IT RESOLVED THAT By-Law 2017-15 being a by-law to confirm proceedings of the Council of the United Townships of Head, Clara & Maria at its meetings held on Tuesday, December 19, 2017 be read a first time short and passed.

Carried Unanimously

17. **ADJOURNMENT**

Resolution #12/12/17/014

Moved by Councillor Foote and seconded by Councillor Villeneuve

BE IT RESOLVED THAT this meeting adjourn at 20:42 h. to meet again on Tuesday, January 23, 2018 at 19:00 h.

Carried Unanimously

MAYOR – BOB REID

CLERK – MELINDA REITH