



MINUTES
Regular Council Meeting
Tuesday, November 7, 2023
Council Chambers 6:00 p.m.

COUNCIL PRESENT: All members of Council were in attendance this evening.

STAFF PRESENT: Lindsey Lee, CAO/Clerk
Angela Young, Deputy Clerk
Mandy Cannon, Executive Assistant
Suzanne Bouchard, Treasurer
Andrea Lamontagne, Recreation Director
Anne McVean, Planner, County of Renfrew
Lorne Franklin, Drainage Superintendent

MEDIA PRESENT: Nil.

1. Call to Order and Roll Call

We acknowledge that we are on the unceded territory of the Algonquin Anishinaabe Peoples.

Council observed a moment of silence in honour of those who have served.

2. Disclosure of Pecuniary Interest and the General Nature Thereof

Mayor MacKenzie declared pecuniary interest on item 8.1 Brandy Creek Municipal Drain stating "As I am the owner of land in the Brandy Creek Drainage Basin and financial decisions are being made"

There were no other disclosures of pecuniary interest declared at this time.

3. Adoption of the Agenda

3.1 Dated November 7, 2023

The Agenda was amended as follows:

Add to 8.1 - Correspondence from Nelligan Law

Add to 8.5 - Budget Variance Report Information

Add to 8.15 - Additional Pictures to Public Safety Committee - Reduce Speed Limit on Flat Rapids Road

Remove 12.2 - Request to Waive Fee - Ottawa Valley Cycling and Active Transportation Alliance

Add 16.2 - Under Section 239(2)(b) - personal matters about an identifiable individual, including municipal or local board employees (Deputy Clerk).

RESOLUTION - 492-2023

Moved by Councillor Scott Brum, seconded by Councillor Robert Campbell
THAT the Agenda dated November 7, 2023 be adopted as amended.

CARRIED.

Deputy Mayor Hoddinott took over as Meeting Chair at this time (6:05 p.m.)

4. Planning Matters

- 4.1 Town of Arnprior - Notice of Public Meeting - Draft Plan of Subdivision No. 47-T-21004 (Westhaven Gate)

RESOLUTION - 493-2023

Moved by Councillor Kevin Rosien, seconded by Councillor Robert Campbell
THAT Council accept the Town of Arnprior - Notice of Public Meeting - Draft Plan of Subdivision No. 47-T-21004 (Westhaven Gate) as information as submitted and circulated.

CARRIED.

- 4.2 County of Renfrew OPA #42
Bruce Robillard (Agent: Joyce Rombouts)
Part Lots 9 & 10, Concession 8
Flat Rapids Road & Mill Ridge Road
- Notice of Application & Public Meeting
- Notice of OPA to Public Bodies
- DRAFT OPA No. 42
- Soil Report - Apedaile Environmental (July 31 2023)

RESOLUTION - 494-2023

Moved by Councillor Scott Brum, seconded by Councillor Robert Campbell
THAT Council accept County of Renfrew OPA #42 as information as submitted and circulated.

CARRIED.

Mayor MacKenzie took over as Meeting Chair at this time (6:08 p.m.).

5. Delegations and Presentations

Nil.

6. Matters Arising out of Delegations Heard

Nil.

7. Adoption of Previous Council Minutes

- 7.1 October 17, 2023 - Regular Council Meeting

RESOLUTION - 495-2023

Moved by Councillor Kevin Rosien, seconded by Deputy Mayor Lori Hoddinott
THAT the minutes of the October 17, 2023 Regular Council Meeting be adopted as submitted and circulated.

CARRIED.

Deputy Mayor Hoddinott took over as Meeting Chair at this time (6:11 p.m.).
Mayor MacKenzie vacated the Council Chambers at this time (6:11 p.m.).
Ms. McVean vacated the Council Chambers at this time (6:11 p.m.).

8. Reports of Committee of Council and Other Boards, Committees and Commissions

- 8.1 Brandy Creek Municipal Drain
Comments Received by Jan & Theresa Stokman
Comments Received by Barry & Debra McLachlan
Correspondence from Nelligan Law

RESOLUTION - 496-2023

Moved by Councillor Robert Campbell, seconded by Councillor Scott Brum
THAT Council accepts the recommendation from the Township's Drainage Superintendent, Lorne Franklin, to proceed with Option 2 being a New Engineer's Report and Schedule of Assessment for the Brandy Creek Municipal Drain; **AND THAT** a request be made to Robinson Consultants to provide a cost proposal to complete the Engineer's report **AND FURTHER THAT** a budget upset limit of \$80,000 be set for the preparation of a new Engineer's Report and Schedule of Assessment for the Brandy Creek Municipal Drain.

CARRIED.

Mayor MacKenzie took over as Meeting Chair at this time (6:25 p.m.).
Mr. Franklin vacated the Council Chambers at this time (6:25 p.m.).

- 8.2 Committee Hours (January to September 2023)

RESOLUTION - 497-2023

Moved by Councillor Kevin Rosien, seconded by Deputy Mayor Lori Hoddinott
THAT Council receives the Committee Hours Report for the third quarter of 2023 as information as submitted and circulated.

CARRIED.

- 8.3 Overtime Hours Paid 3rd Quarter

RESOLUTION - 498-2023

Moved by Councillor Robert Campbell, seconded by Councillor Scott Brum
THAT Council receive the Overtime Hours Paid Report for 2023 as information as submitted and circulated.

CARRIED.

8.4 2023 Third Quarter Budget Variance Report
Third Quarter Budget Variance Report Information

Councillor Campbell asked for information regarding the costs associated with paving the parking lot at Fire Station #1 and for the amount received for trading in the Mahindra tractor, to which he was given this information during the meeting.

RESOLUTION - 499-2023

Moved by Deputy Mayor Lori Hoddinott, seconded by Councillor Scott Brum
THAT Council accepts the Third Quarter Budget Variance Report as information as submitted and circulated.

CARRIED.

Staff Direction: Staff was directed to prepare a report comparing the expenses for equipment over the past five years.

8.5 Expenses Report 3rd Quarter

RESOLUTION - 500-2023

Moved by Deputy Mayor Lori Hoddinott, seconded by Councillor Scott Brum
THAT Council accept the 3rd Quarter Summary Expense reports for the Mayor, the Councillors & CAO as information as submitted and circulated.

CARRIED.

Staff Direction: Staff was directed to add the topic of Expense Reports to the Public Finance and Administration Committee meeting for discussion about where to publish this information.

8.6 Public Works Committee Meeting Minutes dated September 26, 2023

RESOLUTION - 501-2023

Moved by Councillor Kevin Rosien, seconded by Councillor Robert Campbell
THAT Council accept the Public Works Committee Meeting Minutes dated September 26, 2023 as information as submitted and circulated.

CARRIED.

8.7 Fleet Tracking/Management - Public Works Department

RESOLUTION - 502-2023

Moved by Deputy Mayor Lori Hoddinott, seconded by Councillor Kevin Rosien
THAT Council accepts the Public Works Committee recommendation that Council authorize staff to implement fleet tracking/management on 14 Public Works vehicles and equipment; AND THAT the Township utilize the LAS Canoe Procurement Group and contract Dican Fleet Safety Solutions to implement the Geotab fleet tracking/management system on the Township's vehicles and equipment for a cost of \$16,149.07 plus HST; AND THAT the ongoing monthly service cost of the Geotab system will be \$370.25 plus HST; AND FURTHER

***THAT** the installation costs and pro-rated 2023 subscription fees be funded by the 2023 capital allotment.*

CARRIED.

8.8 OTF Capital Grant - Lighting

RESOLUTION - 503-2023

Moved by Councillor Kevin Rosien, seconded by Deputy Mayor Lori Hoddinott
***THAT** Council accept the successful OTF Capital Grant - lighting report as information as submitted and circulated.*

CARRIED.

8.9 Fire Master Plan, Community Risk Assessment & Updated Regulating By-Law - Tender

RESOLUTION - 504-2023

Moved by Councillor Scott Brum, seconded by Councillor Robert Campbell
***THAT** Council accept the Fire Master Plan, Community Risk Assessment & Updated Regulating By-Law tender opening summary as information as submitted and circulated; **AND FURTHER THAT** Council of the Township of McNab/Braeside award tender MBFD-01-2023 to Loomex Group in the amount of \$68,034 plus HST.*

CARRIED.

8.10 Public Safety Committee Meeting Minutes dated June 27, 2023

RESOLUTION - 505-2023

Moved by Councillor Kevin Rosien, seconded by Deputy Mayor Lori Hoddinott
***THAT** Council accept the Public Safety Committee Meeting Minutes dated June 27, 2023 as information as submitted and circulated.*

CARRIED.

8.11 Accessibility Advisory Committee - October 17, 2023 DRAFT Meeting Minutes

RESOLUTION - 506-2023

Moved by Deputy Mayor Lori Hoddinott, seconded by Councillor Kevin Rosien
***THAT** Council accept the draft Accessibility Advisory Committee meeting minutes dated October 17, 2023 as information as submitted and circulated.*

CARRIED.

Council thanked Christina Mulcahey, Administrative Assistant, for a job well done preparing the Accessibility Advisory Committee meeting package and minutes and for all of the work she does for the Township.

Mayor MacKenzie noted that the Public Finance and Administration Committee will look into how this Committee fits into our Committee structure at a future meeting.

- 8.12 Public Safety Committee - Draft Minutes dated October 24, 2023

RESOLUTION - 507-2023

Moved by Councillor Kevin Rosien, seconded by Deputy Mayor Lori Hoddinott
THAT Council accept the Public Safety Committee - Draft Minutes dated October 24, 2023 as information as submitted and circulated.

CARRIED.

- 8.13 Public Safety Committee - Brushing Request at Stewartville Intersection

RESOLUTION - 508-2023

Moved by Councillor Robert Campbell, seconded by Deputy Mayor Lori Hoddinott
THAT Council accept the recommendation from the Public Safety Committee as information.

CARRIED.

- 8.14 Public Safety Committee - Parking Concerns on Burnstown Road

RESOLUTION - 509-2023

Moved by Deputy Mayor Lori Hoddinott, seconded by Mayor Mark MacKenzie
THAT Council accept the Public Safety Committee - Parking Concerns on Burnstown Road Report as information as submitted and circulated; AND FURTHER THAT Council provide staff direction on how to proceed.

CARRIED.

RESOLUTION - 510-2023

Moved by Deputy Mayor Lori Hoddinott, seconded by Councillor Scott Brum
THAT Council direct staff to contact the property owners at the corner of Burnstown Road and Calabogie Road and ask that they consider installing "No Parking" signs on their property; AND FURTHER THAT Council direct staff to forward this concern to the County of Renfrew Operations Committee for their consideration of installing no parking or no stopping signs.

CARRIED.

- 8.15 Public Safety Committee - Reduce Speed Limit on Flat Rapids Road

RESOLUTION - 511-2023

Moved by Councillor Scott Brum, seconded by Councillor Kevin Rosien
THAT Council accept the Public Safety Committee - Reduce Speed Limit on Flat Rapids Road Report as information as submitted and circulated; AND FURTHER THAT Council approve the recommendation from the Public Safety Committee and direct staff to amend the Speed By-Law to reduce the speed on Flat Rapids Road from Stewartville Road (Cty. Rd. 63) to Jahns Bay Road to 50km/h.

CARRIED.

8.16 Public Safety Committee - December 2023 Meeting

RESOLUTION - 512-2023

Moved by Councillor Robert Campbell, seconded by Councillor Scott Brum
THAT Council accept the December 2023 Public Safety Committee Meeting, as information as submitted and circulated.

CARRIED.**9. Information Items**

- 9.1 Correspondence as circulated #1-2 (October 12-November 1, 2023 inclusive)
1. Burnstown Community Meeting - St. Andrew's United Church - November 5, 2023
 2. Renfrew County & District Health Unit - MOH Report - October 31, 2023

RESOLUTION - 513-2023

Moved by Deputy Mayor Lori Hoddinott, seconded by Councillor Robert Campbell
THAT Council accept the following correspondence item as information as submitted and circulated:

1. Burnstown Community Meeting - St. Andrew's United Church - November 5, 2023;

CARRIED.**RESOLUTION - 514-2023**

Moved by Mayor Mark MacKenzie, seconded by Councillor Kevin Rosien
THAT Council accept the following correspondence item as information as submitted and circulated:

2. Renfrew County & District Health Unit - MOH Report - October 31, 2023.

CARRIED.

- 9.2 County Council Summary October 2023

RESOLUTION - 515-2023

Moved by Councillor Kevin Rosien, seconded by Deputy Mayor Lori Hoddinott
THAT Council accept the County Council Summary for October 2023 as information as submitted and circulated.

CARRIED.

- 9.3 Ministry of Transportation - Letter of Understanding for Maintenance - Hwy 17 at Calabogie Road

RESOLUTION - 516-2023

Moved by Councillor Scott Brum, seconded by Councillor Kevin Rosien
THAT Council accept the Ministry of Transportation - Letter of Understanding for Maintenance - Hwy 17 at Calabogie Road as information as submitted and

circulated; AND FURTHER THAT Council agree to these maintenance responsibilities and authorize staff to execute the Letter of Understanding.

CARRIED.

- 9.4 2022 Cost to Cut and Bale Hay at Clay Bank Nature Park for Outdoor Learning

RESOLUTION - 517-2023

Moved by Deputy Mayor Lori Hoddinott, seconded by Councillor Scott Brum
THAT Council accept the figure related to the cost to cut and bale hay at Clay Bank Nature Park for Outdoor Learning in 2022 as information as submitted and circulated.

CARRIED.

10. Motions

- 10.1 Request for Support #1 - Town of Parry Sound - Amend Highway Traffic Act to Allow Automated Enforcements Systems on all Roadways

RESOLUTION - 518-2023

Moved by Councillor Scott Brum, seconded by Deputy Mayor Lori Hoddinott
THAT Council accept Request for Support #1 - Town of Parry Sound - Amend Highway Traffic Act to Allow Automated Enforcements Systems on all Roadways as information as submitted and circulated.

CARRIED.

RESOLUTION - 519-2023

Moved by Councillor Scott Brum, seconded by Deputy Mayor Lori Hoddinott
THAT Council of the Township of McNab/Braeside urges the Ontario Government to amend s. 205.1 of the Highway Traffic Act to permit municipalities to locate an Automated Speed Enforcement System permanently, or temporarily on any roadway under the jurisdiction of municipalities and as determined by municipalities and not be restricted to only community safety zones and school safety zones.

CARRIED.

- 10.2 Request for Support #2 - Township of McKellar - Digital Publication

RESOLUTION - 520-2023

Moved by Councillor Kevin Rosien, seconded by Deputy Mayor Lori Hoddinott
THAT Council accept the Request for Support #2 - Township of McKellar - Digital Publication as information as submitted and circulated.

CARRIED.

RESOLUTION - 521-2023

Moved by Councillor Kevin Rosien, seconded by Deputy Mayor Lori Hoddinott
THAT Council of the Township of McNab/Braeside urge the Provincial Government to make an amendment to the Legislation Act, 2006, to include

digital publications as an acceptable means of publication and notice requirements for the Provincial Acts and Regulations.

CARRIED.

11. Unfinished Business

11.1 Floodplain Hazard Mapping - McNab/Braeside and County of Renfrew

RESOLUTION - 522-2023

Moved by Deputy Mayor Lori Hoddinott, seconded by Mayor Mark MacKenzie
THAT Council approve the McNab/Braeside portion of the Floodplain Hazard Mapping cost of \$787.68 payable to the County of Renfrew; **AND FURTHER THAT** Council direct staff to pay for this mapping cost from the Emergency Management Reserve fund.

CARRIED.

11.2 Strategic Plan - Public Input

RESOLUTION - 523-2023

Moved by Deputy Mayor Lori Hoddinott, seconded by Councillor Scott Brum
THAT Council accepts the recommendation to move to the next step of Public Input through a Town Hall setting; **AND FURTHER THAT** Council gives staff direction to prepare a presentation of the Strategic Plan from the outline document for the Town Hall meeting.

CARRIED.

12. New Business

12.1 Food Truck Proposal at White Lake Dam Site

RESOLUTION - 524-2023

Moved by Deputy Mayor Lori Hoddinott, seconded by Councillor Robert Campbell

THAT Council provide staff direction on granting permission for a food truck to operate at the White Lake Dam Site for the 2024 beach season.

CARRIED.

Staff Direction: Staff was directed to ensure the agreement includes a clause stating that the food truck owner is responsible for removing and properly disposing of their garbage daily.

Ms. Lamontagne vacated the Council Chambers at this time (8:38 p.m.).

12.2 NeighbourLink Fountain - 2023 Municipal Grant Application

RESOLUTION - 525-2023

Moved by Councillor Scott Brum, seconded by Councillor Robert Campbell

THAT Council accept the NeighbourLink Fountain - 2023 Municipal Grant Application as information as submitted and circulated; AND FURTHER THAT Council direct staff to include this request in the 2024 Budget deliberations.

CARRIED.

12.3 Suggested Committee Agenda Order

RESOLUTION - 526-2023

Moved by Mayor Mark MacKenzie, seconded by Deputy Mayor Lori Hoddinott
THAT Council accept the Suggested Committee Agenda Order Report as information as submitted and circulated; AND FURTHER THAT Council direct staff whether to amend the Procedural By-Law to outline the Committee Agenda template.

CARRIED.

Staff Direction: Staff was directed to proceed with amending all Committee Meeting Agenda Templates to be as follows:

1. Call to Order, Roll Call & Land Acknowledgment
2. Disclosures of Pecuniary Interest and the General Nature Thereof
3. Adoption of the Agenda
4. Delegations and Presentations
5. Adoption of Committee Minutes
6. Matters Arising From Previous Meeting Minutes
7. Requests Submitted by the Public
8. Reports
9. Information Items
10. Unfinished Business
11. New Business
12. Draft By-Laws
13. Public Questions/Comments
14. Committee Questions & Comments
15. Notice of Upcoming Meeting Dates

Council determined it was not necessary to amend the Procedural By-Law.

13. Notice of Motions

Nil.

14. By-Laws

- 14.1 By-Law #2023-64 Cemetery Amendment of Fees and Charges

RESOLUTION - 527-2023

Moved by Councillor Scott Brum, seconded by Deputy Mayor Lori Hoddinott
THAT By-Law #2023-64, being a By-Law to amend By-Law 2021-25 to revise

the tariff of rates for the Flat Rapids Cemetery, is now deemed read a second and third time short and is hereby enacted and passed.

CARRIED.

Ms. Bouchard vacated the Council Chambers at this time (8:58 p.m.).

14.2 By-Law #2023-65 ZBLA Fraser

RESOLUTION - 528-2023

Moved by Councillor Scott Brum, seconded by Deputy Mayor Lori Hoddinott

***THAT** By-Law #2023-65, being a By-Law to amend By-Law Number 2010-49, being the Comprehensive Zoning By-law of the Corporation of the Township of McNab/Braeside, as amended, is now deemed read a second and third time short and is hereby enacted and passed.*

CARRIED.

14.3 By-Law #2023-66 ZBLA R Robertson

RESOLUTION - 529-2023

Moved by Councillor Scott Brum, seconded by Councillor Kevin Rosien

***THAT** By-Law #2023-66, being a By-Law to amend By-Law Number 2010-49, being the Comprehensive Zoning By-law of the Corporation of the Township of McNab/Braeside, as amended, is now deemed read a second and third time short and is hereby enacted and passed.*

CARRIED.

15. Public Questions/Comments

15.1 Jan Selles asked how much hay was cut and baled over the last two years at Clay Bank Park and what was the value of that hay? To which he was advised there were approximately 20-30 bails of hay cut, and it was of no value due to the contamination.

Mr. Selles asked if the Township is working on obtaining the accredited superior shuttle tank rating again to which he was advised that the Township is working on obtaining the accredited superior shuttle tank rating and Council hopes to obtain this status by the end of this term (2026). Council also advised that this will be considered as part of the Fire Master Plan.

15.2 Debbie McLachlan asked if the Brandy Creek Municipal Drain Engineer report will be acted upon soon, to which she was advised that the report should be completed within 14-18 months.

Ms. McLachlan further asked if the abandonment of the Brandy Creek Drain is off the table, to which she was advised that yes it is off the table as not enough signatures were received.

15.3 Mike Groulx asked about banked time for snow removal and if there were totals somewhere that identifies how many hours are being banked and if this information is tracked somehow, to which he was advised that yes, it is tracked by each employee.

Mr. Groulx then asked if it's possible that staff are banking time at one rate and cashing out at another rate, to which he was advised that no, this doesn't happen because of the banked time schedule.

Mr. Groulx asked if this type of information would be reviewed in detail during budget deliberations, to which he was advised that matters dealing with personnel matters are typically discussed in closed.

Mr. Groulx asked how much time is being pulled from summer maintenance because of banked time from snow removal, to which he was advised Council will likely ask those types of questions during the budget process.

Mr. Groulx asked for clarification on meal allowance when attending conferences and if there is a policy in place for meal allowance, to which he was advised that this is covered under the expenses policy.

Mr. Groulx commented that no parking signs with regards to the issue on Burnstown Road may not work, and suggested No Stopping signs be requested instead. Mayor MacKenzie will discuss this with the County of Renfrew Operations Committee.

Council recessed at 9:23 p.m.

Council resumed at 9:28 p.m.

16. Closed Meeting Session

- 16.1 Under Section 239(2)(e) - litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board (Fire Truck #9862 & Request for Drainage Reimbursement)
- 16.2 Under Section 239(2)(b) - personal matters about an identifiable individual, including municipal or local board employees (Deputy Clerk)

RESOLUTION - 530-2023

Moved by Councillor Kevin Rosien, seconded by Councillor Scott Brum

***THAT** this meeting become closed under Section 239(2)(e) - litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board (Fire Truck #9862 & Request for Drainage Reimbursement) and under Section 239(2)(b) - personal matters about an identifiable individual, including municipal or local board employees (Deputy Clerk) at 9:28 p.m.*

CARRIED.

Ms. Cannon vacated the Council Chambers at this time 9:28 p.m.

RESOLUTION - 531-2023

Moved by Deputy Mayor Lori Hoddinott, seconded by Councillor Kevin Rosien

***THAT** Council agree to extend the hours of the Council meeting for 1 hour past the adjournment time of 10:00 p.m.*

CARRIED.

Ms. Cannon entered the Council Chambers at this time 10:43 p.m.

RESOLUTION - 532-2023

Moved by Deputy Mayor Lori Hoddinott, seconded by Councillor Kevin Rosien
THAT Council resume the open session at 10:44 p.m.

CARRIED.

Staff Direction with regards to "Fire Truck #9862" - Staff was directed to obtain more information as discussed during the closed session.

Staff Direction with regards to "Request for Drainage Reimbursement" - Staff was directed to respond to the correspondence as discussed during the closed session.

Staff Direction with regards to "Deputy Clerk" - Staff was directed to bring forth a By-Law for the Deputy Clerk position, as discussed during the closed session.

17. Notice of Council Meeting Dates

As noted on the Agenda

18. Confirmatory By-Law

18.1 By-Law #2023-67 Confirm the Proceedings of the November 7, 2023 Regular Meeting

RESOLUTION - 533-2023

Moved by Councillor Kevin Rosien, seconded by Councillor Scott Brum

THAT By-Law #2023-67, being a By-Law to confirm the proceedings of the November 7, 2023 Regular Meeting of Council of the Corporation of the Township of McNab/Braeside, is now deemed read a second and third time short and is hereby enacted and passed.

CARRIED.

19. Adjournment

This Regular Council Meeting adjourned at 10:45 p.m.

MAYOR

CAO/CLERK