



**TOWNSHIP OF CHAMPLAIN
REGULAR COUNCIL MEETING**

**October 8, 2019
TOWNSHIP HALL**

**MEMBERS
PRESENT:** Normand Riopel, Mayor
Peter Barton, Councillor
Troy Carkner, Councillor
Jacques Lacelle, Councillor
André Roy, Councillor
Michel Lalonde, Councillor
Violaine Tittley, Councillor
Sarah Bigelow, Councillor
Gérard Miner, Councillor

ALSO PRESENT: Paula Knudsen, CAO
Alison Collard, Clerk
Kevin Tessier, Treasurer
James McMahon, Director of Public Works
Lisa Burroughs, Director of Parks & Recreation
Jennifer Laforest, Senior Planner

OPENING - 7:00 P.M.

The regular meeting was opened at 7:00 p.m.

ADOPTION OF AGENDA

Item 8.3.5. Municipal Property - 79 Derby was removed from the agenda. It was

Resolution 2019-410

Moved By: Gérard Miner

Seconded By: Sarah Bigelow

BE IT RESOLVED THAT Council approve the agenda of the regular meeting of October 8, 2019, as amended.

CARRIED

DISCLOSURE OF PECUNIARY INTEREST

None noted.

PRESENTATION BY COUNCIL

None

PRESENTATION - COMMITTEES / CONSULTANTS

Michael Hickey - Amateur Radio in an Emergency

Michael Hickey made a presentation to Council on the benefits and use of amateur radio in an emergency situation. Mr. Hickey is a resident in Champlain Township. He

has been an amateur radio operator since 1992 and is the founder of the Prescott-Russell ARES group (1998).

He explained to Council the history, uses and protocols behind the Amateur Radio Service and the competencies and qualifications of Radio Amateurs. He highlighted the services that the Amateur Radio Emergency Service (ARES) can provide in the event of telecommunication failure during an emergency situation.

Mr. Hickey made several recommendations to the Township for the installation of equipment at the Township's Primary and Secondary Emergency Operations Centres and indicated that the Prescott Russell ARES group is open to signing a Memorandum of Understanding (MOU) with the Township of Champlain for the services.

The Mayor thanked Mr. Hickey for his presentation and informed him that the Township will take the information that he provided into consideration.

DEPUTATION

None

STAFF REPORTS

Planning

On-Going Planning Projects

Council reviewed this list. It was

Resolution 2019-411

Moved By: Gérard Miner

Seconded By: Jacques Lacelle

BE IT RESOLVED THAT the on-going planning project list, as updated on October 2, 2019, be received and filed.

CARRIED

Land Severance Application B-062-2019 - Thacker

Council reviewed the planner's report. It was

Resolution 2019-412

Moved By: Peter Barton

Seconded By: Sarah Bigelow

BE IT RESOLVED THAT Planning Report No. B-062-2019, dated October 12th 2019, for Clifford Thacker regarding 2926 Cassburn Road be received and that the land severance application (file B-062-2019) be granted with the following conditions:

1. Payment of the balance of any outstanding taxes, including penalties and interest, to the Township of Champlain.
2. Provide to the Township of Champlain: a site survey for severed Lot A and retained Lot B completed by an Ontario Land Surveyor illustrating the building locations, dimensions and yards conform to the requirements of special exception zone RU-27; and a road widening allowance for Cassburn Rd. (County Rd. 11) to the satisfaction of the UPCR Public Works Department.
3. Receive minor variance approval, from the Committee of Adjustment, clear of any appeal, allowing for the existing accessory building to exceed lot coverage allowances and to remain on site without a principal detached dwelling.

4. The relocation of the current driveway entrance for Lot B 45m west of the current vehicle entrance to the satisfaction of the UPCR Public Works Department.

CARRIED

ADOPTION OF PLANNING BY-LAWS

None

Administration

Administration Report AD-19-19 - Asset Management Plan Amendment

Council reviewed this report. It was

Resolution 2019-413

Moved By: Gérard Miner

Seconded By: Jacques Lacelle

BE IT RESOLVED THAT Administration Report No. AD-19-19, dated October 4, 2019, regarding an amendment to the Asset Management Plan be received and that Council approve the recommendation to amend the Asset Management Plan by adding Addendum 2019-01 and replacing pages 72-74 of the Asset Management Plan 2016.

CARRIED

Finance

Accounts

Council reviewed this document. It was

Resolution 2019-414

Moved By: Sarah Bigelow

Seconded By: Michel Lalonde

BE IT RESOLVED THAT the accounts paid and as presented by the Treasurer on October 8, 2019, be received and filed.

CARRIED

Financial Statements

Resolution 2019-415

Moved By: Jacques Lacelle

Seconded By: Violaine Tittley

BE IT RESOLVED THAT the capital financial statement as of September 30, 2019 be received and filed.

CARRIED

Finance Department Memo-Hiring a Receptionist Tax Clerk

This memorandum was provided for information purposes.

Fire Department

Council reviewed these reports. It was

Resolution 2019-416

Moved By: Jacques Lacelle

Seconded By: Peter Barton

BE IT RESOLVED THAT the monthly Fire Department Reports for September 2019, as submitted by the District 1 and District 2 Chiefs, be received and filed.

CARRIED

District 1 - Monthly Report - September 2019 (CARRIED)

District 2 - Monthly Report - September 2019 (CARRIED)

Parks & Recreation

REC Monthly Report - September 2019

Council reviewed this report. It was

Resolution 2019-417

Moved By: Michel Lalonde

Seconded By: Sarah Bigelow

BE IT RESOLVED THAT the monthly Recreation Report for September 2019, as submitted by the Director of Parks & Recreation, be received and filed.

CARRIED

REC Report REC-05-19 - Investing in Canada Infrastructure Program: Community, Culture and Recreation Stream

Council reviewed this report. It was

Resolution 2019-418

Moved By: Gérard Miner

Seconded By: Peter Barton

BE IT RESOLVED THAT Recreation Report No. REC-05-19 dated October 2, 2019 regarding the Investing in Canada Infrastructure Program be received and that the Director of Parks and Recreation be authorized to apply on the Community, Culture and Recreation Stream for the rehabilitation of the Vankleek Hill Community Centre.

CARRIED

Memorandum - SNC-Champlain 2020 Tree Planting Project

This memorandum was provided for information purposes.

Roads Department

PWD Monthly Report - September 2019

Council reviewed this report. It was

Resolution 2019-419

Moved By: Sarah Bigelow

Seconded By: Michel Lalonde

BE IT RESOLVED THAT the Road report for September 2019 as submitted by the Director of Public Works be received and filed.

CARRIED

PWD Report PWD-13-19 - Eldermer Street Culvert Replacement

Council reviewed this report. It was

Resolution 2019-420
Moved By: Gérard Miner
Seconded By: Peter Barton

BE IT RESOLVED THAT Public Works Report No. PW-13-19, dated October 8th 2019, regarding Lascelles Engineering Tender N° 190134A for the Eldermer Street culvert replacement be received and that after the Tender Closing date and time of October 11th 2019 at 3:00 pm the Director of Public Works and the Treasurer shall review all tender submissions to verify conformity to the Tender conditions and Council delegates the authority to the Director of Public Works to award the Tender Contract to the lowest bid.

BE IT FURTHER RESOLVED THAT the Public Works Department shall provide Council with a full report of all Tender submissions results at the November 12th, 2019 regular meeting of Council.

CARRIED

PWD Report PWD-14-19 - Minimum Maintenance Standards

Council reviewed this report. It was

Resolution 2019-421
Moved By: Jacques Lacelle
Seconded By: Gérard Miner

BE IT RESOLVED THAT Public Works Report N° PW-14-19, dated October 8th, 2019, regarding the recommendation to establish road maintenance standards and road classifications for highways within the jurisdiction of the Township of Champlain be received and that By-Law 2019-54 be brought forward for consideration.

CARRIED

Building

CBO Monthly Report - September 2019

Council reviewed this report. It was

Resolution 2019-422
Moved By: Violaine Tittley
Seconded By: Michel Lalonde

BE IT RESOLVED THAT the Building Department report for September 2019, as submitted by the Chief Building Official, be received and filed.

CARRIED

By-Law Enforcement

BEO Monthly Report - September 2019

Council reviewed this report. It was

Resolution 2019-423
Moved By: Jacques Lacelle
Seconded By: Michel Lalonde

BE IT RESOLVED THAT the By-Law Enforcement report for September 2019, as submitted by the By-Law Enforcement Officer, be received and filed.

CARRIED

Communications and Economic Development

CED Monthly Report - September 2019

Resolution 2019-424

Moved By: André Roy

Seconded By: Sarah Bigelow

BE IT RESOLVED THAT the Communications and Economic Development report for September 2019, as submitted by the Communications and Public Relations Coordinator, be received and filed.

CARRIED

Day Care Services

DCS Monthly Report - September 2019

Council reviewed this report. It was

Resolution 2019-425

Moved By: Peter Barton

Seconded By: Sarah Bigelow

BE IT RESOLVED THAT the Daycare report for September 2019, as submitted by the Daycare Services Coordinator, be received and filed.

CARRIED

Drainage

Drainage Monthly Report - September 2019

Council reviewed this report. It was

Resolution 2019-426

Moved By: Gérard Miner

Seconded By: Sarah Bigelow

BE IT RESOLVED THAT the report for the month of September 2019, as submitted by the Drainage Superintendent be received and filed.

CARRIED

Water-Sewer/Ontario Clean Water Agency

None

REPORT OF LIAISON COMMITTEE MEMBERS / COMMITTEE REPORTS

Recycling

Council reviewed these minutes. It was

Resolution 2019-427

Moved By: Jacques Lacelle

Seconded By: Gérard Miner

BE IT RESOLVED THAT the minutes of the Joint Recycling Committee meetings of August 26 and September 11, 2019 be received and filed.

CARRIED

Minutes - August 26, 2019 Meeting (CARRIED)

Minutes - September 11, 2019 Meeting (CARRIED)

Library Board

Council examined these two documents. It was

Resolution 2019-428

Moved By: Peter Barton

Seconded By: Sarah Bigelow

BE IT RESOLVED THAT

- (i) the Champlain Township Public Library Report for September 2019; and
- (ii) the minutes of the Champlain Township Public Library Board meeting of June 10, 2019

as submitted by the Chairperson and the Head Librarian, be received and filed.

CARRIED

LIB Monthly Report - September 2019 (CARRIED)

Minutes - June 10, 2019 Meeting (CARRIED)

Committee of the Whole

Resolution 2019-429

Moved By: Jacques Lacelle

Seconded By: Sarah Bigelow

BE IT RESOLVED THAT the following items, as identified under the consent items category on the regular meeting agenda of October 8, 2019, be adopted:

- 8.3.1. Administration Report AD-15-19 – Procurement Policy
- 8.3.2. Administration Report AD-17-19 Amendments to the Council Code of Conduct
- 8.3.3. PWD Report PWD-07-19 – Maintenance of Private Roads
- 8.3.4. Administration Report AD-16-19 – Intermunicipal Transit Project – Agreement with the United Counties of Prescott and Russell

CARRIED

Text of the resolutions adopted by consent under Resolution 2019-429:

Administration Report AD-15-19 - Procurement Policy

The Committee reviewed this report. It was

BE IT RESOLVED THAT Administration Report No. AD-15-19, dated September 26, 2019, regarding a Procurement Policy be received and that the Committee of the Whole recommends that a by-law be brought forth for consideration by Council to adopt the Procurement Policy.

CARRIED

Administration Report AD-17-19 - Amendments to the Council Code of Conduct

The Committee reviewed this report. It was

BE IT RESOLVED THAT Administration Report No. AD-17-19, dated September 24, 2019, regarding proposed amendments to the Council Code of Conduct be received and that the Committee of the Whole recommends that By-law 2019-55, being a by-law to amend By-Law 2019-06 establishing the Council Code of Conduct be brought forward for adoption.

CARRIED

PWD Report PWD-07-19 - Maintenance of Private Roads

Council reviewed this report. The Director of Public Works confirmed that the Township will have obtain additional insurance coverage for the maintenance of private roads. It was

BE IT RESOLVED THAT Public Works Report No. PWCW-07-19, dated October 2nd 2019, regarding the recommendation to continue to provide regular and winter maintenance operations for private roads (those grandfathered from the former Municipalities, prior to amalgamation) be received and brought forward for consideration.

BE IT FURTHER RESOLVED THAT these private roads will be maintained as non-classed roads that are not regulated under the *Ontario Regulation 239-2002 Minimum Maintenance Standard* as follows;

Street/Road Name (known as)	Winter Maintenance	Grading	Garbage/Recycling
Seguin St. Vankleek Hill (Road Allowance)	As per the Township's Winter Operations Planning Document "non-classed road" Schedule B to By-Law 2019-54	Twice Annually	As per the Township's collection schedule
Church St. Vankleek Hill (Road Allowance)			
Pepin Rd. West Hawkesbury (Road Allowance)			
Brabant Rd. West Hawkesbury (Road Allowance)			
Dufour St. L'Orignal (Private Rd)			
Montpetit St. Extension L'Orignal (Private Rd)			

BE IT FURTHER RESOLVED THAT neither the Corporation of the Township of Champlain nor its officials or employees make any promise, assurance or guarantee that the services provided by the Public Works Department will be in excess of the minimum standard, as required by regulation and detailed in By-Law 2019-54 and any amendments thereto. Inherent with the standard is the expectation that drivers will act responsibly and will operate their vehicles, at all times, reasonably with due regard for the prevailing weather and roadway conditions.

BE IT FURTHER RESOLVED THAT any costs for roadside ditching and or supply of gravel shall be the responsibility of the adjacent property owners of each private road. The Township shall spread the gravel with the Township's equipment if the property owner(s) coordinate with the Director of Public Works for one of the twice annual grading services.

BE IT FURTHER RESOLVED THAT the Township extends the commercial liability insurance to cover the maintenance of private roads as described above for the additional annual insurance premium.

CARRIED

Administration Report AD-16-19 - Intermunicipal Transit Project - Agreement with the United Counties of Prescott and Russell

BE IT RESOLVED THAT Administration Report No. AD-16-19, dated September 26, 2019, regarding an agreement with the United Counties of Prescott Russell (UCPR) for Bus Stop Maintenance be received and that the Committee of the Whole recommends that a by-law be brought forth for consideration by Council to adopt the agreement.

CARRIED

Municipal property - 79 Derby Avenue

This item was removed from the agenda.

Prescott Russell Recreational Trail Committee

Minutes - September 19, 2019 Meeting

Council reviewed these minutes. It was

Resolution 2019-430

Moved By: André Roy

Seconded By: Michel Lalonde

BE IT RESOLVED THAT the minutes of the Recreation Trail Committee meeting of September 19, 2019 be received and filed.

CARRIED

REPORT OF THE MAYOR

None

OTHER BUSINESS

None

ADOPTION OF MINUTES

Council reviewed these sets of Minutes. It was

Resolution 2019-431

Moved By: Sarah Bigelow

Seconded By: Violaine Tittley

BE IT RESOLVED THAT Council approve the minutes of the following meetings:

- Regular meeting – September 10, 2019; and
 - Committee of the Whole meeting – October 2, 2019;
- as presented.

CARRIED

Minutes - Regular Meeting - September 10, 2019 (CARRIED)

Minutes - Committee of the Whole - October 2, 2019 (CARRIED)

ADOPTION OF BY-LAWS

By-Law 2019-54 - to establish road maintenance standards

By-Law 2019-55 - Amendment to By-law 2019-06 - Council Code of Conduct

By-Law 2019-56 - authorizing the execution of an agreement with UCPR for the Intermunicipal Transportation Project

By-Law 2019-57 - to adopt a Procurement Policy for the Township of Champlain

By-Law 2019-58 - authorizing the execution of an agreement with Recycle-Action Inc. and Groupe Convex Inc.

Council reviewed the proposed by-laws. It was

Resolution 2019-432

Moved By: Jacques Lacelle

Seconded By: Sarah Bigelow

BE IT RESOLVED THAT three readings and final passage be granted to the following by-laws:

- By-Law 2019-54, being a by-law to establish Road Maintenance Standards and Road Classifications for highways within the jurisdiction of the Township of Champlain.
- By-Law 2019-06, being a by-law amend By-law 2019-06 (being a by-law to establish a Code of Conduct for Members of Council of The Corporation of the Township of Champlain).
- By-Law 2019-56, being a by-law to authorize the execution of an Agreement between The Corporation of the Township of Champlain and The United Counties of Prescott and Russell.
- By-Law 2019-57, being a by-law to establish a Procurement Policy for The Corporation of the Township of Champlain.
- By-Law 2019-58, being a by-law to authorize the execution of an Agreement between Recycle-Action Inc. and the Groupe Convex Inc. and the Hawkesbury and Area Joint Recycling Committee as represented by the Corporation of the Township of Champlain regarding a recycling program.

CARRIED

CORRESPONDENCE (for action)

Road Closure - Vankleek Hill Remembrance Day Ceremony

Resolution 2019-433

Moved By: Peter Barton

Seconded By: Gérard Miner

BE IT RESOLVED THAT that Council approve the closure of Main Street East between High Street and Home Avenue on Sunday, November 10, 2019 between the hours of 1:30 p.m. and 3:00 p.m. for the Remembrance Day Ceremony.

CARRIED

N. Barton request - Farm Property Tax

The Treasurer informed Council that the tax ratios are approved at the County level. Administration will inform the requestor.

Municipality of Chathan-Kent - Provincial funding cuts to Legal Aid Ontario

Resolution 2019-434

Moved By: André Roy

Seconded By: Peter Barton

BE IT RESOLVED THAT the Municipality of Chatham-Kent's resolution dated September 9, 2019, opposing provincial funding cuts to Legal Aid Ontario, be filed.

CARRIED

Township of North Glengarry - Pupil Accommodation Review Guideline (PARG)

Resolution 2019-435

Moved By: Jacques Lacelle

Seconded By: Michel Lalonde

BE IT RESOLVED THAT the Township of North Glengarry's resolution dated September 23, 2019, proposing charges to the Pupil Accommodation Review Guideline (PARG), as set out in their resolution, be filed.

CARRIED

Township of Larder Lake - Electronic Delegation

Resolution 2019-436

Moved By: Gérard Miner

Seconded By: Sarah Bigelow

BE IT RESOLVED THAT the Township of Larder Lake's resolution dated August 27, 2019, proposing that the Ontario Premier and Ministers offer electronic delegations to small and rural municipalities that do not have sufficient budget to attend conferences, be filed.

CARRIED

Municipality of Hastings Highlands - Mandatory Septic Systems Reports

Resolution 2019-437

Moved By: Jacques Lacelle

Seconded By: Gérard Miner

BE IT RESOLVED THAT the Municipality of Hastings Highlands' resolution dated September 4, 2019, endorsing mandatory septic system reports, be filed.

CARRIED

CORRESPONDENCE (for information)

It was

Resolution 2019-438

Moved By: Peter Barton

Seconded By: Gérard Miner

BE IT RESOLVED THAT correspondence items 14.1 and 14.2 submitted for information purposes be received and filed.

CARRIED

Township of Springwater - Joint and Several Liability Consultation (CARRIED)

Ministry of Municipal Affairs and Housing - Building Code Services Transformation (CARRIED)

QUESTION PERIOD

There were no questions from the public.

IN CAMERA

The In Camera was held at 6:00 p.m. for the purpose of discussing the security of the property of the municipality; personal matters about an identifiable individual; the potential acquisition of land; the potential disposition of land, as well as a potential litigation as provided under sections 239.(2)(a), (b), (c) and (e) of the *Municipal Act, 2001*.

Potential Acquisition of Land

Potential Disposition of Land

Township Property

Human Resources matter

NEXT MEETING

- Committee of the Whole Meeting - November 5, 2019
- Regular Meeting - changed to November 14, 2019

CONFIRMING BY-LAW

By-Law 2019-59

Having dealt with the matters at hand, it was

Resolution 2019-439

Moved By: Jacques Lacelle

Seconded By: Peter Barton

BE IT RESOLVED THAT three readings and final passage be given By-Law 2019-59, being a by-law to confirm the proceedings of Council at its meeting of October 8, 2019.

CARRIED

ADJOURNMENT

Subsequently, it was

Resolution 2019-440

Moved By: Violaine Tittley

Seconded By: Jacques Lacelle

BE IT RESOLVED THAT Council adjourn until November 14, 2019, at the Champlain Township Hall Council chambers at 7:00 p.m. or at the call of the Mayor or Clerk.

CARRIED

The meeting was adjourned at 7:55 p.m.

NORMAND RIOPEL, MAYOR

ALISON COLLARD, CLERK