

**THE CORPORATION OF THE UNITED TOWNSHIPS OF HEAD, CLARA & MARIA**  
**October 16, 2009**

Minutes of a regular meeting of Council held on Friday, October 16, 2009 at 14:03 h. in Council Chambers.

**1. CALL TO ORDER & MOMENT OF SILENCE**

**2. ROLL CALL**

The following were present: Reeve Tammy Stewart, Councillors: Dave Foote, and Jim Gibson, Bob Reid.

Absent: Ed Aiston.

Also in attendance, Carol Larocque and Pauline Perrin.

**3. DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF – None**

**4. ADOPTION of MINUTES of PREVIOUS MEETINGS (INCLUDING COMMITTEES) –**  
(Resolution Prepared)

a. Resolution # 16/10/09/001

Moved by Councillor Reid and seconded by Councillor Foote **BE IT RESOLVED THAT** the minutes of the regular meeting of Friday, October 2<sup>nd</sup> 2009 be accepted as presented.

Carried

b. Economic Development Meeting – Updated work plan – information only

c. Family Health Team Committee Minutes – information only

d. Friends of Petawawa Research Centre Newsletter – information only

**5. DEPUTATIONS/PRESENTATIONS**

a. Carole Larocque and Pauline Perrin re: new disposal site changes

- Have a problem with new hours – statistics on people who show up;

**Action:** Report prepared for Dowser letter. Will consider this additional information and discuss this issue in detail there.

Carol Larocque and Pauline Perrin left the meeting.

**6. CORRESPONDENCE & PETITIONS - none**

**7. CORRESPONDENCE INFORMATION ONLY** (Please advise if you feel any item warrants further consideration at a subsequent meeting.)

a. Pam Charron – re: request to archive our records – respond to work out details; take advantage of offer – provide public documents for immediate restoration.

b. Historica-Dominion Institute re: Veteran Appreciation Days – report with additional information for next meeting.

c. FCM – re: Buy American Clause – info.

d. MPAC – re: Toronto Bank Towers Decision – info.

e. Town of Arnprior – re: Harmonized Sales Tax – info.

f. County of Renfrew – re: accommodation workshop – Tammy will attend as well.

g. Community Schools Alliance – re: letter to MP re: Smart Moratorium – info.

h. AMO Communication – re: benefits from Federal Funds – info.

i. OGRA – re: nominations to the board – info.

j. Late 1 – Todd Dowser – re: disposal site hours – report from Clerk prepared for review addressing issues in letter.

**Action:** Respond to Dowser's as per the Clerk's report – do not make changes to hours of operation. We appreciate their concerns; Commercial operator's in Council's view still has a long way to go to implement recycling. Measure responses and re-evaluate in a year's time. Council in considering fees for disposal of waste for commercial operators in the near future.

**Action:** Respond to Carol, maintain the status quo.

**8. STAFF REPORTS** (For information only)

a. Clerk's Report – 16/10/09/201

Recommend that we share the alarm button with the Library Staff.

**9. FINANCIAL REPORTS**

a. Comparative Income Statement (Budget Report) #16/10/09/202

Resolution # 16/10/09/002

Moved by Councillor Foote and seconded by Councillor Reid

**BE IT RESOLVED THAT** the Comparative Income Statement (Budget Report) for the period ending October 9, 2009 be accepted as amended.

Carried

b. Cheque Log from Cheque#3988-cheque #4087 – Report #16/10/09/203

Resolution # 16/10/09/003

Moved by Councillor Reid and seconded by Councillor Foote

**BE IT RESOLVED THAT** the Cheque Register from August 27, 2009 to October 09, 2009 be accepted as presented.

Carried

#### 10. BY-LAWS - none

#### 11. UNFINISHED BUSINESS - none

#### 12. ADDENDUM (NEW BUSINESS) (reports and resolutions prepared)

a. Report # 16/10/09/204

Resolution # 16/10/09/004

Moved by Councillor Foote and seconded by Councillor Reid

**WHEREAS** some Municipal policies have become outdated and no longer reflect current legislation;

**AND WHEREAS** the municipality was lacking a large number of policies required to clarify administrative and employment issues and provide staff with Council's opinion and direction;

**THEREFORE BE IT RESOLVED THAT** in order to ease and clarify the administration of various employment and safety issues the Council of the United Townships of Head, Clara & Maria does hereby adopt the following policies as drafted and/or as amended during this meeting for implementation effective immediately:

- F, P&G113/ ADMIN/Policy of Job Descriptions
- P&G121/ADMIN/Hiring Guidelines
- P&G126/ADMIN/Hours of Work & Overtime
- P&G127ADMIN/compensation for Travel & Mileage
- P&G128/ADMIN/Special Callout Guidelines
- P&G129/ ADMIN/Policy on Protection of personal Information
- P&G134/ADMIN/Office Procedures
- P&G135/ADMIN/Legal Services
- P&G137/ADMIN/Vacation/Holiday/Sickleave
- P&G156/ADMIN/Policy on Business Expenses
- P&G157/ADMIN/Bereavement Leave
- P&G158/ADMIN/Force & Purpose of Employment Policies
- P&G159/ADMIN/Policy on Accommodation
- P&G160/ADMIN/Policy on EAP
- P&G161/ADMIN/Policy on Customer Service
- P&G162/ADMIN/Policy on Employee Feedback
- P&G163/ADMIN/Policy on Insurance Benefits
- P&G164/ADMIN/Policy on Training and Education
- P901/TREASURY/Tax Write Off
- M611/ERP/Guick Guide to Disposal Site Management
- P&G626/ERP/Funeral Tributes
- P&P1003/HEALTH&SAFETY/Office Staff Policy;

**AND FURTHER THAT** should any of these issues be addressed in another policy or documentation that the previous policy, or section thereof, be voided and declared invalid.

Carried

#### 13. IN CAMERA OR CLOSED SESSION - none

#### 14. QUESTIONS AND ANSWERS

a. Comment – Dowsers and complements on our website.

#### 15. CONFIRMATION OF PROCEEDINGS

Resolution # 16/10/09/005

Moved by Councillor Foote and Seconded by Councillor Gibson

**BE IT RESOLVED THAT** By-Law 2009 -25 being a by-law to confirm proceedings of the Council of the United Townships of Head, Clara & Maria at its meeting held on October 16, 2009 be read a first time short and passed.

Carried

**16. ADJOURNMENT** – (Resolution Prepared)

Resolution # 16/10/09/006

Moved by Councillor Gibson and seconded by Councillor Foote

**BE IT RESOLVED THAT** this meeting adjourn at 15:24h to meet again Friday,  
November 6, 2009 at 14:00 h.

Carried

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Reeve – Tammy Stewart

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Clerk – Melinda Reith