

**December 7, 2012**

Minutes of a regular meeting of Council held on Friday, December 7, 2012 at 14:04 h. in the Municipal Hall.

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

**2. ROLL CALL**

The following were present Councillors: Dave Foote, Jim Gibson, Debbi Grills and Robert Reid.

Regrets: Reeve Stewart

As Alternate to the Head of Council, Councillor Gibson assumed the role of chair.

Staff: Melinda Reith, Clerk and Noella LeBreton, Treasurer; 1 member of the media and 3 members of the public were present.

**3. DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF - none**

**4. DEPUTATIONS/PRESENTATIONS - none**

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

- i. Council Minutes – November 16, 2012

Resolution # 07/12/12/001

Moved by Councillor Grills and seconded by Councillor Reid

**BE IT RESOLVED THAT** the minutes of the regular meeting of Friday, November 16, 2012 be accepted as presented.

Carried Unanimously

- ii. Minutes of Library Board, October 15, 2012 – information only

**6. CORRESPONDENCE & PETITIONS – None**

**7. CORRESPONDENCE**

- i. Brudenell, Lyndoch and Raglan – re: uploading of Highway 62 to the Province – motion to support at next meeting;
- ii. Farm Credit Canada – re: hall flooring grant application – information;
- iii. Ministry of Citizenship and Immigration – re: Volunteer Service Awards – information;
- iv. MPAC – re: update on MPAC work – information;
- v. Ministry of Finance – re: Ontario Municipal Partnership Fund and 2013 allocations – information;
- vi. Ministry of Aboriginal Affairs –re: Preliminary Draft of Algonquin Land Claim Settlement – information;
- vii. Ministry of Infrastructure – re: update on Ontario's Municipal infrastructure Strategy – information;
- viii. Natural Resources Canada – re: urban forests letter of support – information;
- ix. Minister of Public Safety – re: JEPP letter of support – information;
- x. Ministry of Agriculture and Agri-Food – re: Emerald Ash Borer letter of support – information;

**8. STAFF REPORTS**

- i. Report #07/12/12/801 – Clerk's Report – information only; Municipal Budgeting 101 Overview from 2007;
- ii. Report #07/12/12/802 – Treasurer's Report – none; Budget Working Document Overview; 5 year Budget Comparison; Reserves and Deferred Revenue Update;
- iii. Report #07/12/12/803 – Reeve's Report – link to minutes of County Council Meeting and the County's response to the Provincial Policy Statement Review;

**9. FINANCIAL REPORTS**

- i. Comparative Income Statement

Resolution # 07/12/12/002

Moved by Councillor Reid and Seconded by Councillor Grills

**BE IT RESOLVED THAT** the Income Statement dated December 5, 2012 be accepted as presented.

Carried Unanimously

ii. Cheque Log

Resolution # 07/12/12/003

Moved by Councillor Grills and Seconded by Councillor Reid

**BE IT RESOLVED THAT** the Cheque log dated December 5, 2012, Cheque #6046 to #6090 totalling \$75,072.75 be accepted as presented.

Carried Unanimously

**10. BY-LAWS**

i. 2012-31 Change to Procedure By-Law

Resolution # 07/12/12/004

Moved by Councillor Reid and Seconded by Councillor Grills

**BE IT RESOLVED THAT** By-Law Number 2012-31 being a by-law to amend the Procedure By-Law #2012-14 which governs the calling and proceedings of meetings of Council be read a first time short and passed.

Carried Unanimously

**11. UNFINISHED BUSINESS**

i. Report #07/12/12/1101 – December Meeting Cancellation Report;

Resolution # 07/12/12/005

Moved by Councillor Grills and Seconded by Councillor Reid

**BE IT RESOLVED THAT** the Council meeting scheduled for Friday, December 21, 2012 is hereby cancelled due to its proximity to Christmas break.

Carried Unanimously

ii. Report #07/12/12/1102 – COLA Report

Resolution # 07/12/12/006

Moved by Councillor Foote and Seconded by Councillor Grills

**BE IT RESOLVED THAT** the salary grid, Council honorarium and applicable contracts be adjusted by a 1.2% increase to reflect the cost of living over the past year based on Stats Can's CPI for the year October 2011 to October 2012.

Carried Unanimously

iii. Report #07/12/12/1103 – Merit Pay Policy Report

Resolution # 07/12/12/007

Moved by Councillor Grills and Seconded by Councillor Foote

**WHEREAS** some members of staff have reached "job rate";

**AND WHEREAS** it is felt that these individuals still deserve increased compensation when their performance warrants it by exceeding the norm for the position they hold;

**AND WHEREAS** even before reaching the final step on the grid some employees may in any given year perform in a way in which they have earned their step increase but have also performed in such a way as to warrant extra compensation for exemplary performance or contributions to the municipality;

**THEREFORE BE IT RESOLVED** that the Council of the United Townships of Head, Clara & Maria does hereby adopt a Merit or Bonus pay component to the current salary system.

Carried Unanimously

iv. Report #07/12/12/1104 – Resolutions of Support – Uxbridge & Broadband

Resolution # 07/12/12/008

Moved by Councillor Grills and Seconded by Councillor Foote

**WHEREAS** at the meeting of Friday, November 16, 2012 Council received and discussed the resolution of the Township of Uxbridge concerning the importance of broadband for the social, cultural and economic future of rural Ontarians and the challenges with the current allocation of licenses for service;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby agree to support the Township of Uxbridge in their cause and respectfully call upon the Federal Minister of Industry Canada, the Honourable Christian Paradis to immediately amend spectrum auction rules to allow for the separate

auction of rural from urban spectrum, thereby allowing rural Canadians in areas with low population density to access high-speed internet via licensed spectrum.

**AND FURTHER THAT** a copy of this resolution be forwarded to John Yakabuski, MPP Renfrew-Nipissing-Pembroke, the Federation of Canadian Municipalities, the Association of Municipalities of Ontario, the Ontario Ministry of Food, Agriculture and Rural Affairs, the Ministry of Municipal Affairs and Housing, the County of Renfrew and area Municipalities for support.

Carried Unanimously

v. Report #07/12/12/1105 – Legal Services to Employees Report  
Resolution # 07/12/12/009

Moved by Councillor Grills and Seconded by Councillor Foote

**WHEREAS** the Legal Services to Employees policy has been reviewed and compared with the policy of the County of Renfrew;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby agree to amend the current policy so that it reflects that of the County of Renfrew.

Carried Unanimously

## 12. ADDENDUM (NEW BUSINESS)

i. Report #07/12/12/1201 – Canada Day Funding Application Authority Report  
Resolution # 07/12/12/010

Moved by Councillor Foote and Seconded by Councillor Grills

**WHEREAS** the Federal Government is providing funds through Heritage Canada for Canada Day celebrations which this municipality previously participated in;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby agree to budget up to \$900 to host a Canada Day Celebration and apply to the Celebrate Canada program to offset the costs delegating to the Clerk, Melinda Reith, the authority to apply to the Department of Canadian Heritage for funding under the Celebrate Canada Program;

**AND FURTHER THAT** volunteers be authorized to organize this event on behalf of Council and according to the guidelines of Heritage Canada's funding program and the municipality.

Carried Unanimously

ii. Report #07/12/12/1202 – Allocation of 2012 Surplus Funds not Expended  
Resolution # 07/12/12/011

Moved by Councillor Foote and Seconded by Councillor Reid

**WHEREAS** the municipality will realize an operating surplus for 2012 in excess of \$100,000 a part of which are funds allocated to specific uses in 2012 which projects have not been completed in the amount of \$30,000;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby agree to allocate the unaudited 2012 surplus and allocated funds as follows:

1. To deferred revenue for use in 2013:
  - \$5,000 towards the beach changes at Old Mackey park; and
  - \$25,000 to hall upgrades/renovations;
2. To reserves to meet Council approved goals and needs:
  - \$5,000 to 2014 election;
  - \$4,000 to future IT needs; and
  - \$25,000 to disposal site maintenance/replacement.

Carried Unanimously

iii. Report #07/12/12/1203 – Reduced Winter Disposal Site Hours  
Resolution # 07/12/12/012

Moved by Councillor Reid and Seconded by Councillor Foote

**WHEREAS** there have been calls for Council to reconsider the disposal site hours during the winter months.

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby agree to authorize reduced Disposal Site hours at both sites for the months of January to and including March annually by closing the Bissett site on Tuesdays at 2:00 p.m. instead of 3:30 p.m. and closing the Stonecliffe site on Thursdays at 2:30 p.m. instead of 4:15 p.m.

Carried Unanimously

iv. Report #07/12/12/1204 – Performance Assessment Recommendations Report  
Resolution # 07/12/12/013

Moved by Councillor Foote and Seconded by Councillor Reid

**WHEREAS** employee evaluations were completed in November for 2012;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby agree that based on completed assessments and to become effective January 1<sup>st</sup> 2013 all staff warranting step increases receive them.

Carried Unanimously

v. Report #07/12/12/1205 – Preliminary Budget Report 2013  
Resolution # 07/12/12/014

Moved by Councillor Foote and Seconded by Councillor Reid

**WHEREAS** the Council of the United Townships of Head, Clara & Maria have reviewed the options available for setting the total operating budget for 2013 and have heard concerns about rate increases from members of the public;

**AND WHEREAS** a public meeting will be held on Saturday, January 12, 2013 to explain the 2013 budget and to hear comments and concerns from members of the public;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby agree to utilize option number 2 and directs staff to insert the corresponding total into the budget by-law so that it may be formally adopted at the next meeting.

Carried Unanimously

### 13. CLOSED SESSION

i. Move to enter Closed Session

Resolution # 07/12/12/015

Moved by Councillor Reid and Seconded by Councillor Foote

**WHEREAS** the *Municipal Act* provides for open meetings unless the subject matter falls under specific exemptions;

**AND WHEREAS** the discussion of the finances of an individual and the personal opinions or views of the individual except if they relate to another individual;

**AND WHEREAS** the Council of the United Townships of Head, Clara & Maria has determined that the issue at hand is a qualifying exemption under section 239 sub paragraph (2) (b) as it concerns personal finances and personal opinions;

**AND WHEREAS** at no time will the business of Council be advanced during this closed session.

**THEREFORE BE IT RESOLVED THAT** this meeting go into an in camera session at 15:14 h to discuss the possibility of writing off overdue accounts as uncollectable and information obtained during performance appraisals under the exception of personal matters about an identifiable individual, including municipal or local board employees.

Carried Unanimously

ii. Move to return to Open Session

Resolution # 07/12/12/016

Moved by Councillor Foote and Seconded by Councillor Reid

**BE IT RESOLVED THAT** this meeting comes out of closed session at 15:44h. and the public portion of the meeting continue.

Let it be public record that no business of Council was advanced during this closed session and that Council simply received comments and concerns from municipal employees on two separate issues.

Carried Unanimously

#### **14. BUSINESS ARISING FROM CLOSED SESSION**

##### **i. Overdue Accounts**

Resolution # 07/12/12/017

Moved by Councillor Reid and Seconded by Councillor Foote

**WHEREAS** there is currently a debt owing to the municipality of approximately \$750, over 14 months past due and deemed uncollectable;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby authorize staff to direct the municipal auditor to write the funds off.

Carried Unanimously

##### **ii. Performance Appraisals**

Resolution # 07/12/12/018

Moved by Councillor Foote and Seconded by Councillor Reid

**WHEREAS** Council has received confidential concerns of municipal employees gathered during performance appraisals which is considered "personal information" under the Municipal Act;

**THEREFORE BE IT RESOLVED THAT** in order to address these concerns the Council of the United Townships of Head, Clara & Maria does hereby agree to conduct a closed meeting of Council at which all municipal employees are in attendance.

Carried Unanimously

#### **15. QUESTIONS AND ANSWERS**

- i.** Councillor Grills – has the air quality in the office improved? Yes significantly.
- ii.** Councillor Foote – I would like to Thank staff for their work to make things easy to understand; Congrats to staff on info and thank you to Council – I have mostly enjoyed by years on Council - its business and is sometimes difficult;
- iii.** Councillor Gibson – Contact MTO and ask why they have them on our road and why this time of year.
- iv.** NRT and Christmas – pass.
- v.** Honorariums – any claims please hand in a.s.a.p.

#### **16. CONFIRMATION OF PROCEEDINGS**

Resolution # 07/12/12/019

Moved by Councillor Reid and Seconded by Councillor Foote

**BE IT RESOLVED THAT** By-Law 2012-30 being a by-law to confirm proceedings of the Council of the United Townships of Head, Clara & Maria at its meeting held on December 7<sup>th</sup>, 2012 be read a first time short and passed.

Carried Unanimously

#### **17. ADJOURNMENT**

Resolution # 07/12/12/020

Moved by Councillor Foote and seconded by Councillor Reid

**BE IT RESOLVED THAT** this meeting adjourn at 15:53 h to meet again Friday, January 11<sup>th</sup> 2012 at 14:00 h.

Carried Unanimously

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Councillor Gibson (Alternate Head of Council)    Clerk – Melinda Reith