

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

Minutes October 16, 2015

Minutes of a regular meeting of Council held on Friday, October 16, 2015 at 14:15 h. in the Municipal Hall.

1. **CALL TO ORDER & MOMENT of 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 were present Mayor Gibson Councillors: Dave Foote, Debbi Grills and Bob Reid.

Staff: Melinda Reith, Clerk/CAO, Noella LeBreton, Treasurer, Crystal Fischer, Admin Assistant; 0 members of the public.

Noella and Crystal left at 16:05

Gayle Watters, Admin Assistant – attended from 13:45 – 14:00 h

Absent/Excused: Councillor Chartrand

Late: n/a

3. **RECITAL OF THE MUNICIPAL MISSION AND VISION STATEMENTS**

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

HCM Vision: Providing 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; - None

5. **DEPUTATIONS/PRESENTATIONS** – County of Renfrew Planners

Action: Clerk to provide resolution for support of the Official Plan amendments for the next meeting.

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

- i. Council Minutes – September 11, 2015

Resolution # 16/10/15/001

Moved by Councillor Foote and seconded by Councillor Reid

BE IT RESOLVED THAT the minutes of the regular meeting of Friday, September 11, 2015 be accepted as presented.

Carried Unanimously

- ii. Library Board Minutes

1. June 15, 2015 – information

- iii. Recreation Committee Minutes

1. September 16, 2015 - information

7. **CORRESPONDENCE & PETITIONS** – none

- i. Municipality of Central Huron – re: OMAFRA closing offices – information

- ii. Ministry of Citizenship et al – re: Outstanding Achievement Award for Voluntarism in Ontario - information

- iii. Chris Wray , CAO Wawa – re: Municipal Tax Advisory Group and Power Dam – information at this point

Action: respond, yes we would be willing to participate – proportional amount based on percentage of municipal weighted average will prepare resolution for next council meeting

- iv. County of Renfrew – re: Support for Business Case for Greyhound - information

- v. County of Renfrew – re: Economic Development Summit - information
- vi. L1 - Ontario Highlands Tourism Organization – re: Invitation to AGM in Pembroke - information

8. STAFF REPORTS

- i. Report #16/10/15/801 – Clerk's Report – information

Resolution # 16/10/15/002

Moved by Councillor Reid and seconded by Councillor Foote

WHEREAS the paper copy of resolution #11/09/15/018 from the September meeting has been lost and is required for record keeping purposes;

THEREFORE BE IT RESOLED THAT the Council of the United Townships of Head, Clara & Maria does hereby adopt the following as a true copy of the original document.

“Resolution #11/09/15/018

Moved by Councillor Reid and Seconded by Councillor Grills

WHEREAS the Veteran's Memorial was created to honour Head, Clara & Maria's veteran's by a dedicated group of residents who raised funds and created the memorial in 2008;

AND WHEREAS no long term plan was arranged for maintenance of the surrounding garden with the current resulting weeds detracting from the memorial;

AND WHEREAS another group of volunteers in 2015 have worked to raise funds to make changes to the memorial and have brought forward recommendations;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby authorize the use of the funds raised for the purposes of:

- ~~_____ Removing existing plants and replanting with shrubs;~~
- ~~_____ Replacing the plastic edging with pressure treated lumber;~~
- ~~_____ Replanting every spring with annuals;~~
- ☒ Incorporating a self-sustainable water system tied into the garage downspout;
- ☒ Extending the width of the walkway;
- ~~_____ Installing a path to access the flags during winter months;”~~

Carried Unanimously

Resolution # 16/10/15/003

Moved by Councillor Grills and seconded by Councillor Reid

WHEREAS advance planning and budget approval for a staff Christmas party is required prior to December;

THEREFORE BE IT RESOLVED THAT THE Council of the United Townships of Head, Clara & Maria does hereby resolve to approve the use of up to \$400 for staff Christmas party purposes for 2015.

Carried Unanimously

Resolution # 16/10/15/004

Moved by Councillor Reid and seconded by Councillor Grills

WHEREAS the Council of the municipality of the United Townships of Head, Clara & Maria does support the position of the Mayor of the City of Pembroke and the Warden of the County of Renfrew in encouraging Greyhound Bus Lines to improve service within the Deep River/Ottawa corridor;

THEREFORE BE IT RESOLVED THAT this Council does hereby authorize the Mayor to endorse the letter as drafted by the Warden for County use.
Carried Unanimously

- ii. Report #16/10/15/801 - A – Clerk's Report – Training & Education
- iii. Report #16/10/15/802 – Treasurer's Report – information

Resolution # 16/10/15/005

Moved by Councillor Grills and seconded by Councillor Reid

WHEREAS 2015 taxes levied for the County through Head, Clara & Maria have been calculated at \$11,438 less than budgeted for based on an error and the County tax rates being incorrectly recorded on OPTA;

AND WHEREAS it is estimated that there will be a surplus of revenues over expenses for 2015 taxation year;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby authorize staff to make up the shortfall in levies owed to the County from Head, Clara & Maria surplus to be realized for 2015.
Carried Unanimously

- iv. Report #16/10/15/803 – Mayor's Report – information
- v. Report #16/10/15/804 – ROAR Conference – Gayle Watters - information
- vi. Report #16/10/15/805 – ROAR Conference – Crystal Fischer - information

9. FINANCIAL REPORTS

- i. Cheque Log

Resolution #16/10/15/006

Moved by Councillor Reid and Seconded by Councillor Grills

BE IT RESOLVED THAT Report #16/10/15/901 being the Cheque Log dated October 9, 2015 totalling \$ 568,525.52 be accepted as presented.
Carried Unanimously

- ii. Comparative Income Statement

Resolution #16/10/15/007

Moved by Councillor Grills and Seconded by Councillor Reid

BE IT RESOLVED THAT the Comparative Income Statement from January 1, 2015 to October 9, 2015, Report #16/10/15/902 be accepted as presented.
Carried Unanimously

10. BY-LAWS

- i. Report #16/10/15/1001 – Appoint Auditor

Resolution #16/10/15/008

Moved by Councillor Reid and Seconded by Councillor Grills

BE IT RESOLVED THAT by-law 2015-19 being a by-law to appoint a Municipal Auditor for the Corporation of the United Townships of Head, Clara & Maria be read a 1st time short and passed this 16th day of October, 2015.
Carried Unanimously

11. UNFINISHED BUSINESS

- i. Report #16/10/15/1101 – Resolution of Support – Bill 100 Supporting the Ontario Trails Act – Township of Hamilton

Resolution #16/10/15/009

Moved by Councillor Foote and Seconded by Councillor Reid

WHEREAS the Council of the United Townships of Head, Clara & Maria has reviewed the staff report and resolution of the Township of Hamilton in supporting Bill 100, *Supporting the Ontario Trails Act* which includes as its purposes:

1. To increase awareness about and encourage the use of trails.
2. To enhance trails and the trail experience.
3. To protect trails for today's generation and future generations.

4. To recognize the contribution that trails make to quality of life in Ontario.

AND WHEREAS the Association of Municipalities of Ontario has had input into this Bill looking out for municipal interests;

NOW THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby support the resolution of the Township of Hamilton, AMO's position on and Bill 100, *Supporting the Ontario Trails Act* and encourages the government to continue to work with stakeholders such as ROMA and OFA to enhance the liability and trespass provisions of the Bill.

Carried Unanimously

- ii. Report #16/10/15/1102 – Syrian Refugee Crisis Relief
Resolution #16/10/15/010

Moved by Councillor Reid and Seconded by Councillor Grills

WHEREAS the Council of the United Townships of Head, Clara & Maria has reviewed the call and challenge from AMO President Gary McNamara to Ontarian municipalities to donate at least \$100 towards relief of the "Syrian Refugee Crisis";

AND WHEREAS Council feels that this is a worthy cause;

THEREFORE BE IT RESOLVED THAT THE Council of the United Townships of Head, Clara & Maria does hereby direct staff to send a cheque to Lifeline Syria for \$100 to support this cause.

Carried Unanimously

- iii. Report #16/10/15/1103 - Donation to 2016 Aboriginal Summer Games
Resolution #16/10/15/011

Moved by Councillor Foote and Seconded by Councillor Grills

WHEREAS the Council of the United Townships of Head, Clara & Maria has been advised of a request of the organizing committee for the 2016 Aboriginal Summer Games made to the County of Renfrew for underwriting of funds in support of the games which are to be held in Renfrew County;

AND WHEREAS Council feels that it is important to show this support for our neighbours;

THEREFORE BE IT RESOLVED THAT THE Council of the United Townships of Head, Clara & Maria does hereby authorize a donation of \$200 to be forwarded in support of the games.

Carried Unanimously

- iv. Report #16/10/15/1104 - Participation in the Canadian Radiocommunications Information and Notification Service (CRINS)
Resolution #16/10/15/012

Moved by Councillor Reid and Seconded by Councillor Foote

WHEREAS Council has determined that becoming a member of the Canadian *Radiocommunications Information and Notification Service* (CRINS) is in the best interests of the municipality in assisting in ensuring that cell towers are installed safely and in appropriate locations;

AND WHEREAS Council agrees to participate and become a members in the *Canadian Radiocommunications Information and Notification Service* (CRINS) and to utilize the services of CRINS to manage the processing of all radiocommunications applications within the jurisdiction of the municipality of the Corporation of the United Townships of Head, Clara & Maria, in our capacity as the Land Use Authority for the municipality receiving planning services, as recognized by Industry Canada;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby agree to participate in the CRINS service;

AND FURTHER THAT Council hereby authorizes CRINS and its staff to act as the authorized representative of the Municipality for the purpose of receiving and acting upon all radiocommunications applications, reporting to and working with the staff of the Municipality on tower related planning issues;

AND FURTHER THAT the CRINS "*Antenna System Review and Consultation Protocol*" be adopted for application and use within the Municipality;

AND THAT a fee be established, in the amount of \$2,600 per application, for the review of all telecommunications tower applications to cover administrative processes.

Carried Unanimously

12. ADDENDUM (NEW BUSINESS)

i. Report #16/10/15/1201 – Appointment to Recreation Committee
Resolution #16/10/15/013

Moved by Councillor Foote and Seconded by Councillor Reid

WHEREAS the Recreation Committee Terms of Reference provide for annual appointments to the Recreation Committee as well as replacements for those who have resigned;

AND WHEREAS John Reith and Councillor Debbi Grills have resigned from the committee;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby accept the resignations of John Reith and Councillor Grills;

AND FURTHER THAT it does hereby appoint Councillor Foote as one of the two legislated Council representatives.

Carried Unanimously

ii. Report #16/10/15/1202 – 2016 Meeting Calendar with Committee of the Whole
Resolution #16/10/15/014

Moved by Councillor Reid and Seconded by Councillor Foote

WHEREAS the Council of the United Townships of Head, Clara & Maria has agreed to hold an average of one regular Council meeting per month as per section 3.3 of By-Law 2015-07;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby agree to set its 2016 meeting schedule as follows:

1. Council Meeting – 2:00 pm or 14:00 h

- January 8
- February 19
- March 11
- April 8
- May 13
- June 10
- July – no meeting
- August – no meeting
- September 9
- October 14
- November 18
- December 9

2. Committee of the Whole – 1:00 pm or 13:00 h

- February 5
- May 27
- September 30

3. Emergency Management – Community/Municipal Control Group Meeting –

- Thursday, November 24, 2016

Carried Unanimously

iii. Report #16/10/15/1203 – P & E Waste Management/Blue Box Program SSCE
Resolution #16/10/15/015

Moved by Councillor Foote and Seconded by Councillor Grills

WHEREAS the Council of the United Townships of Head, Clara & Maria has agreed to continue as a partner in the Shared Service Centre of Excellence with 5 other county municipalities to coordinate improvements in Blue Box and Waste Management;

AND WHEREAS the group has been successful in obtaining funding through the Continuous Improvement Fund of 40% of total project costs requiring a financial commitment from each member community;

THEREFORE BE IT RESOLVED THAT in order to participate in this component of the shared service agreement the Council of the United Townships of Head, Clara & Maria does hereby agree to commit up to a maximum of \$2,000 for Blue Box Promotion and Education for 2015 from an estimated surplus in the Environmental Expenses and Special Project lines from the 2015 municipal budget.

Carried Unanimously

iv. Report #16/10/15/1204 – Council Host Change Management Workshop
Resolution #16/10/15/016

Moved by Councillor Grills and Seconded by Councillor Foote

WHEREAS funds have been allocated for 2015 Council and staff education and training which are not as yet allocated;

AND WHEREAS Municipal World has contracted with one of its regular correspondents and presenters to share in a speaking tour offering discounts to regular fees;

AND WHEREAS the Council of the United Townships of Head, Clara & Maria acknowledges the importance of continued education and training for staff and Council'

THEREFORE BE IT RESOLVED THAT Council directs staff to contract with Mr. de Jager to host a change management training workshop in late November or early December.

Carried Unanimously

Action: Clerk to extend the invitation County wide as well as to Rapides des Joachims staff and council.

v. Report #16/10/15/1205 – Approval of Performance Appraisal for CAO/Clerk
Resolution #16/10/15/017

Moved by Councillor Foote and Seconded by Councillor Grills

WHEREAS since 2012 staff and Council have participated in a modified 360 assessment for completion of an annual performance review for the Clerk/Chief Administrative Officer (CAO);

AND WHEREAS Council has participated in Governance training sessions through a series of videos by George Cuff and are quite impressed with Mr. Cuff's vision of the administration/governance relationship;

AND WHEREAS the Cuff organization has created a performance appraisal document for adaption by municipalities which focuses on the legislated responsibilities of the CAO as opposed to generalized leadership/management criteria;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby agree to adopt the attached document as the new form for completion of the annual performance review for the CAO position;

AND FURTHER THAT the annual review for 2015 take place prior to the Council meeting of Friday, December 11 at 12:00 noon.

Carried Unanimously

vi. Report #16/10/15/1206 – Review of Office Closure Decision - Thursdays
Resolution #16/10/15/018

Moved by Councillor Grills and Seconded by Councillor Foote

WHEREAS Council approved having the municipal office closed Thursdays of each week in 2014 with a review of the policy to occur after one year;

AND WHEREAS staff have not identified any ongoing public concern, complaint or inconvenience with this practise;

AND WHEREAS work demands have not been alleviated to any significant degree with a substantial amount of back log (special projects) still to be completed;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby agree to continue to close the municipal office, not answer phones or email for one day per week (each Thursday) to allow for uninterrupted periods of work for as long as necessary to become caught up in backlog of work with a review of this policy to occur in one years' time.

Carried Unanimously

vii. Report #16/10/15/1207 – Continued Participation in Mayor's Cross County Forum

Resolution #16/10/15/019

Moved by Councillor Foote and Seconded by Councillor Grills

WHEREAS a group of county Mayors see benefit in meeting with the Heads of Councils of small rural municipalities in neighbouring counties with a focus on discussing issues of common concern across borders which might otherwise escape the notice of the larger wardens' caucus;

AND WHEREAS anticipated benefits would include an agenda of more common issues in similar sized municipalities, shared knowledge of municipal processes in other counties, increased opportunity for lobbying of the province in areas of common interest and increased likelihood in obtaining direct meeting with provincial ministers.

AND WHEREAS the group would attend 8 – 10 meetings in the first full year with the venue to change for each meeting with the host to chair the meeting, create the agenda, take minutes and provide lunch;

AND WHEREAS participation in this newly formed group was not budgeted for in 2015;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby agree to authorize Head, Clara & Maria Mayor Gibson to participate in these meetings, to budget for attendance and mileage, to include attendance in the 2016 draft budget, and to host this group in May of 2016;

AND FURTHER THAT \$5,000 be allowed for 2015/2016 expenses;

AND FURTHER THAT participation in this group be re-evaluated by October of 2016 to determine whether continued participation is of further benefit to Head, Clara & Maria.

Carried Unanimously

13. **CLOSED SESSION** – none

14. **BUSINESS ARISING FROM CLOSED SESSION** – n/a

15. **QUESTIONS AND ANSWERS**

- i. Councillor Reid – ratepayer complaint about property at Mackey Motel and cleanup. Asked for complaint in writing. Nothing Council can do short of implementing and defending a property standards by-law. Property standards by-laws are a challenge to implement (agree on terms) enforce and defend in court. Benefit is beyond the cost.
- ii. Councillor Grills – Northern Graphite – have we heard more about the lease proposal? Not at this time.

- iii. Councillor Foote – Have we heard from Laurentian Hills concerning our request for auto-extrication services. Laurentian Hills has been sent the letter but no response at this time.

16. CONFIRMATION OF PROCEEDINGS

Resolution # 16/10/15/020

Moved by Councillor Grills and Seconded by Councillor Foote

BE IT RESOLVED THAT By-Law 2015 - 20 being a by-law to confirm proceedings of the Council of the United Townships of Head, Clara & Maria at its meeting held on Friday, October 16, 2015 be read a first time short and passed.

Carried Unanimously

17. ADJOURNMENT

Resolution # 16/10/15/020

Moved by Councillor Foote and seconded by Councillor Grills

BE IT RESOLVED THAT this meeting adjourn at 16:58h. to meet on Friday, November 13, 2015 at 14:00 h.

Carried Unanimously

Mayor – Jim Gibson

Clerk – Melinda Reith