



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

Minutes February 11, 2016

Minutes of a meeting of Council sitting as Committee of the Whole held on Thursday, February 11, 2016 at 13:00 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 and Bob Reid.

Staff: Melinda Reith, Clerk/CAO,

Absent/Excused: Councillor Calvin Chartrand, Councillor Debbi Grills

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 - none**

6. **UNFINISHED BUSINESS**

- i. Report #11/02/16/1101 – Council Member Compensation

Council reviewed the reports presented including the draft by-law prepared in 2014 and instructed staff to proceed with amending that by-law.

Recommendation

That By-Law 2014-16 clause #2 be amended to show compensation for meetings external to the municipality be adjusted to the amount equal to a regular council meeting;

That clause #2 be amended to show compensation for meetings internal to the municipality remain as is at \$32/meeting;

That clause #6 be removed to form a separate policy.

- ii. Report #11/02/16/1102/3 – Council/Employee Mileage and Expense Policy

Council reviewed the reports and directed staff to modify the existing document; update it and present it to council for final approval.

Recommendation

That one document be updated to include policy and guidelines respecting mileage and travel expenses for council members and employees.

That clause #5 in the draft be removed.

- iii. Report #11/02/16/1102/3 – Council/Employee Mileage and Expense Policy

Council directed staff to keep the policy to one document to cover both council and employees.

Recommendation

As above.

- iv. Report #11/02/16/1105 – Employee Compensation

Council reviewed the report of an external consultant from 2010 and his recommendation to review every two years. They also reviewed a copy of the 2014 municipal employee salary review prepared by the County of Renfrew each year. Staff was directed to complete some calculations and bring the information back to council at a subsequent meeting.

Recommendation

That for all positions that apply to HCM, that staff calculate the average compensation percentage change for each position from 2010 – 2015, compare our increase with the others, include benefits/pensions and forward to Council for a decision.

Councillor Grills entered at 13:42h.

7. ADDENDUM (NEW BUSINESS)

i. Report #11/02/16/1201 – Boat Launch Upgrades

Council reviewed documents presented, discussed the upgrades as applied for in the 2015 Canada 150 grant application as well as additional changes to the Stonecliffe boat launch as approved during budget preparations. It is expected that work can proceed during low water for the grant projects but that the installation of a break wall and/or removal of larger rocks at the Stonecliffe boat launch will require the assistance of an engineer and application to the Department of Fisheries and Oceans and the Ontario Ministry of Natural Resources and Fisheries.

Recommendation

That staff proceed with consulting with an engineer to determine feasibility of erecting a break wall and removing rocks within the water at the Stonecliffe site, to bring discussion back to council to proceed in 2017 if viable;

That staff have contractor remove ice at the ramp sites as soon as water draw down so they will dry sooner so work might begin on time.

That as well as post mounted lights, solar lights be mounted on the ends of each dock to help with approach in the dark;

ii. Report #11/02/16/1202 – Energy East – Shut off Valve Locations

Council discussed the locations of shut off valves for emergency purposes at water crossings and the updated mapping as being completed by TransCanada for its Energy East project. Mayor Gibson has spoken with their rep, Jon Pitcher and shared that the amendments have been completed, that they will soon be rolled out to communities.

Recommendation

That once Energy East begins to roll out the new changes staff invites Jon Pitcher to use HCM facilities to present to us and our neighbouring communities.

That council ask where emergency response equipment is being housed; offer to assist with housing it in exchange for access in the event of an emergency for a quicker response times.

iii. Report #11/02/16/1203 – Waste Management Review

With recent directives by the MOE, the application of cover our disposal sites as per our certificates of approval will increase annual operating costs and the time before sites are filled. Staff are in the process of preparing a document outlining alternatives to current operations. Emily Tieu, our MOE contact has advised that our non-compliance with cover has been noted and will warrant penalty if it continues.

Council discussed the various options at a high level. Mayor Gibson asked to have MOE staff present to Council to explain how what we are currently doing is not meeting the objectives of the CoA, if not actually meeting the specifics.

Recommendation

That staff contact MOE requesting their presence at a meeting of Council to explain the purpose behind the requirements for weekly cover and how our current processes are not meeting the conditions of odour, dust, and waste containment and control;

iv. Added to meeting – Auto-extrication situation.

Discussed current situation, amount of time Mayor Gibson is spending on interviews, damage being done to municipal reputation due to inaccurate information from people in authority including Warden Emon.

Recommendation

That work be done to correct misinformation being spread in the press and by the County Warden, Peter Emon.

That the county be lobbied to ask the province to strengthen the Good Samaritan Act.

That Mayor Gibson and the clerk to meet with Mayor Jed Reinwald and CAO Sherry Batten to attempt to broker a service agreement with Laurentian Hills.

That the federal government be lobbied to provide auto-extrication service along the Trans Canada Highway through Garrison Petawawa.

Council recessed at 15:41 to set up webpage and overhead projector.

Council resumed at 15:49.

v. Report #11/02/16/1104 – Review of Municipal Website

Council reviewed the website asking questions and making recommendations for simplifying the format; making it easier to use, more intuitive.

Recommendation

That the following changes be made:

- The calendar be removed from the index page to be replaced with a column containing links to popularly searched items/pages including Community Calendar, Waste Disposal & Recycle, Meetings, Volunteer Opportunities and Senior Programs;
- The Calendar link, index bar and Search banner on the top be increased in size, made more prominent;
- More details be added to the calendar;
- A recreation page be added as soon as possible;
- Photos from Canada Day and other community events be added;
- The by-law page be amended to show a list of the most popular/searched by-laws on the top of the page;

8. **CLOSED SESSION** – none

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

10. **ADJOURNMENT**

The meeting was adjourned at 16:08 h.

Mayor – Jim Gibson

Clerk – Melinda Reith