



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

**Minutes February 17, 2017**

Minutes of a regular meeting of Council held on Friday, February 17, 2017 at 13:55 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; Mel Theil, Librarian; 3 members of the public.

**Absent/Regrets:** Calvin Chartrand

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

i. Council Minutes – December 9, 2016

Resolution # 17/02/17/001

Moved by Councillor Reid and seconded by Councillor Grills

**BE IT RESOLVED THAT** the minutes of the regular meeting of Friday, December 9, 2016 be accepted as presented.

Carried Unanimously

ii. Library Board Minutes – information

1. October 4, 2016

2. November 2, 2016

iii. Recreation Committee Minutes – information

1. October 19, 2016

2. December 7, 2016

3. January 18, 2017

iv. Rural Mayor's Forum of Eastern Ontario Meeting Minutes

1. December 2, 2016 – information

v. Ad hoc Meeting with Conrad Boyce – meeting Monday, February 13, 2017

7. **CORRESPONDENCE & PETITIONS**

i. Richmond Hill – re: Support Postal Banking

ii. Support of Postal Banking – support by resolution

**Action:** Clerk to provide a resolution for next meeting

- iii. Township of Addington Highland – re: Provincial Policy Statement and County of Renfrew – resolution of support for HCM
- iv. Sher Leetooze – re: Heritage Apples of Renfrew County - information
- iv-b. Johanna Echlin – re: CNL at Chalk River & Radioactive Waste Disposal - information
- v. Greater Napanee – re: Moratorium on the Accommodation Review Process – support by resolution

**Action:** Clerk to provide a resolution of support for next meeting

- vi. City and County of Peterborough- re: Long-Term Care Funding and Additional Health Care Funding – addressed in December meeting
- vii. City and County of Peterborough – re: Pharmacare and National Program – support by resolution

**Action:** Clerk to prepare resolution of support for next meeting

- viii. Township of Admaston/Bromley –re: Reporting requirements for “Base Service” by OPP and future composition of Police Service Boards across Ontario
- ix. Same
- x. Township of Horton – re: Support for Admaston/Bromley resolution re: OPP – support by resolution

**Action:** Clerk to prepare resolution of support for next meeting

- xi. Township of Hornepayne – re: Provincial recognition of Fire Department Infrastructure as Critical Infrastructure and to provide funding – support by resolution

**Action:** Clerk to prepare a resolution of support for next meeting

- xii. Township of North Frontenac – re: Student Councillor on Council for Summer experience – we do not have summer meetings
- xiii. United Counties of Prescott and Russell – re: Support for HCM resolution re: County Official Plan and Provincial Policy Statement
- xiv. MMAH – re: Annual Repayment Limit - information
- xv. Johanna Echlin – re: Follow up to previous email concerning CNL and Disposal of Radioactive material
- xvi. AMO – re: 2017-18 Strategic Objectives
- xvii. MPAC – re: 2017 Budget and Municipal Levy
- xviii. OPG – re: Pickering Nuclear Power Station and Green Electricity
- xix. Valley Employee and Family Assistance Program – Annual report
- xx. OMAFRA – re: re-introduction of Rural Economic Development program
- xxi. Patrick Brown, MPP – re: Ontario PC Caucus’ support for Natural Gas in Ontario
- xxii. Canadian Postmasters and Assistants Association – re: Support for Postal Banking
- xxiii. AMO – re: Legislative Update
- xxiv. AMO – re: Ontario Gas Tax Fund for Transit
- xxv. AMO – re: Report to Member Municipalities
- xxvi. Late – ROMA to Minister re: RED

## 8. STAFF REPORTS

- i. Report #17/02/17/801 – Clerk’s Report

MLSC and grooming municipal roads. Mayor Gibson to follow up.

Resolution #17/02/17/002

Moved by Councillor Grills and Seconded by Councillor Foote

**WHEREAS** the taxation and accounting software being used by staff began to present operational challenges early in 2016 leading staff to begin to research alternatives;

**AND WHEREAS** an alternative program, recommended by a number of similar sized municipalities in Ontario has been identified at a reasonable cost compared to others;

**AND WHEREAS** time is of the essence and a replacement product is required as soon as possible staff signed an agreement to purchase MuniSoft in January;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby retroactively authorize staff to spend up to \$15,000 for the purchase of new software with annual operating costs of approximately \$5,000.

Carried Unanimously

Resolution #17/02/17/003

Moved by Councillor Foote and Seconded by Councillor Grills

**WHEREAS** a decision is required to determine materials and costs for archival storage;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby authorize staff to:

1. Proceed with acquiring the vault at a cost of upwards of \$39,000 borrowing the funds not currently budgeted for from general reserves; or
2. Proceed with building a protective secure room at a cost of approximately \$10,000 without additional fire rating at a lower cost knowing that documents should be copied with originals stored offsite at a monthly/yearly cost.

Defeated Unanimously

**Action:** Clerk to speak with supplier. Bring back to Council with other options.

Resolution #17/02/17/004

Moved by Councillor Grills and Seconded by Councillor Reid

**WHEREAS** Council set in its meeting schedule in December Emergency Management Training for April 7<sup>th</sup> which is also a scheduled Rural Mayors Forum of Eastern Ontario meeting date;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby modify the annual meeting schedule and changes the April 7<sup>th</sup> training to Friday, March 31<sup>st</sup>.

Carried Unanimously

- ii. Report #17/02/17/802 – Treasurer’s Report
- iii. Report #17/02/17/803 – Mayor’s Report
- iv. Report #17/02/17/804 – Admin Assistant Report - none

## 9. FINANCIAL REPORTS

- i. Cheque Log - none
- ii. Comparative Income Statement - none

## 10. BY-LAWS

- i. Report #17/02/17/1002 – Interim Taxation – 2017-01

Resolution #17/02/17/005

Moved by Councillor Grills and Seconded by Councillor Reid

**WHEREAS** By-Law #2017- 01 being a by-law to provide for an interim tax levy on properties designated as residential, farmland, managed forest, pipeline, industrial and commercial and to provide for payment of taxes and penalty and interest of 1.25% has been presented to council for consideration in order to allow staff to begin to collect the first installment of taxes in March of 2017;

**THEREFORE BE IT RESOLVED THAT** By-Law 2017-01 be read a first time short and passed this 17<sup>th</sup> day of February, 2017.

Carried Unanimously

- ii. Report #17/02/17/1001 – 2017 Budget – deferred

## 11. UNFINISHED BUSINESS

- i. Report #17/02/17/1101 – Snowplowing Deputation and Request for Information

## 12. ADDENDUM (NEW BUSINESS)

- i. Report #17/02/17/1200 – Support for “Stonecliff”

Resolution #17/02/17/006

Moved by Councillor Foote and Seconded by Councillor Reid

**WHEREAS** Mr. Conrad Boyce has contacted the Library Board and Mayor Gibson with a proposal to debut his original play about Michael J. Heney, a native of Stonecliffe who moved on to build railways across Canada and the US, in Stonecliffe in October of 2017;

**AND WHEREAS** Mr. Boyce met with members of staff, council and the library board to discuss his proposal and to discuss potential for financial support;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby commit to supporting Mr. Boyce in his venture and commits to:

- Provide the venue, cost free for the performance;
  - Assist the Library Board in researching funding opportunities;
  - Provide a booth at HCMHomecoming2017 to market his project;
  - Contact local organizations for potential funding; and
  - ~~Financially support Mr. Boyce through a donation of \$ \_\_\_\_\_;~~
- Carried Unanimously

**Action:** Bring back to council following budget process to determine ability to finance.

- ii. Report #17/02/17/1201 – Authorizing Entrance into Contribution Agreement for Canada 150 Infrastructure Program – Improvements to Old Mackey Park

Resolution #17/02/17/007

Moved by Councillor Foote and Seconded by Councillor Grills

**WHEREAS** Head, Clara & Maria was successful in obtaining funding through and is required to enter into an amendment to the existing contribution agreement for the Canada 150 Community Infrastructure Program (CIP 150) for updates to Old Mackey Park;

**AND WHEREAS** Annex 1 to the Contribution Agreement for Project 809935 – entitled “Rehabilitation of Municipal Park Amenities and Infrastructure” will include:

- Installing motion activated solar lights and security cameras;
- Upgrading the path(s) leading to the washrooms;
- Renovating the outhouse: replacing wooden walls with concrete precast, building new toilets and hooks; and
- Installing bear proof garbage and recycling bins; water source, a sink and a vanity.

**AND WHEREAS** the FedDev Contribution will amount to \$17,349, with a Council commitment of \$34,687.

**AND WHEREAS** Council is committed to funding and delegating authority for entrance into the contribution agreement with the Federal Economic Development Agency for Southern Ontario (FedDev Ontario);

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby authorize the contribution agreement for the project as identified above including Annex 1 to the agreement and further delegates authority for implementation of this agreement and project to the Clerk/CAO Melinda Reith.

Carried Unanimously

- iii. Report #17/02/17/1202 – Review of Strategic Plan – Priorities for fundraising, donation and grants
- iv. Report #17/02/17/1203 – Building Code Changes

Resolution #17/02/17/008

Moved by Councillor Grills and Seconded by Councillor Foote

**WHEREAS** the Ministry of Municipal Affairs and Housing has proposed a change to the Building Code, B-08-09-03, requiring mandatory five year septic tank pump out and records retention by the owner;

**AND WHEREAS** that same change requires Municipalities to administer and enforce this change;

**AND WHEREAS** the change document fails to identify the administrative costs to Municipalities;

**AND WHEREAS** the change document fails to identify any transfer of Provincial funding to offset these downloaded costs;

**AND WHEREAS** many Municipalities already have bylaws to regulate septic systems especially near waterways;

**AND WHEREAS** the majority of homeowners pump out their septic tanks on a regular basis whether regulated to or not;

**AND WHEREAS** there are many more important issues on which to spend taxpayer's money than "enhancing" maintenance on existing functioning systems;

**AND WHEREAS** adequate legislation already exists to correct malfunctioning systems;

**AND WHEREAS** Premier Wynne stated on Monday, January 30<sup>th</sup>, 2017 at the ROMA conference that the Province recognizes that "one size fits all" solutions do not always work in rural Ontario;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara, and Maria does hereby request the Honorable Bill Mauro, Minister of Municipal Affairs, to rescind proposed Building Code change B-08-09-03;

**AND FURTHER THAT** a copy of this resolution is sent to the Honourable Kathleen Wynne, Premier of Ontario, the Honourable Bill Mauro, Minister of Municipal Affairs, Mr. Patrick Brown, Leader of the Progressive Conservative Party, Ms. Andrea Horwath, Leader of the New Democratic Party, and all Members of Provincial Parliament in the Province of Ontario.

**AND FURTHER THAT** a copy of this resolution is sent to the Association of Municipalities of Ontario (AMO), the Rural Ontario Municipal Association (ROMA), the Federation of Northern Ontario Municipalities (FONOM), and to all Ontario Municipal Mayors for consideration.

Carried Unanimously

**Action:** Clerk to prepare covering letter as usual, include Mayor Gibson's letter as well. Include information for people to write a letter to Minister on their own in the next Newsletter – include email contact.

- v. Report #17/02/17/1204 – No Salaries to Disclose - Information
- vi. Report #17/02/17/1205 – Project Management and Sole Sourcing Contractor – OMP Washrooms and Ball Diamond Upgrades

Resolution #17/02/17/009

Moved by Councillor Reid and Seconded by Councillor Grills

**WHEREAS** Council has in the past authorized staff to contract with a known supplier for construction projects due to limited competition in our area and satisfaction with work completed to date;

**AND WHEREAS** the municipality has been successful in obtaining funding for improvements to Old Mackey Park and the Ball Diamond in Stonecliffe;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby authorize staff to contract with Mackey Construction to act as general contractor for the park upgrades and the ball diamond improvements.

Carried Unanimously

- vii. Report #17/02/17/1206 – Support for Summer Experience Program and Canada Summer Jobs Grant Applications

Resolution #17/02/17/010

Moved by Councillor Grills and Seconded by Councillor Foote

**WHEREAS** Council sees the value in providing summer employment for local students;

**WHEREAS** the Summer Experience Program allows for summer employment for Ontario students in the area of Culture which includes local libraries with 100% of employment costs covered;

**AND WHEREAS** it is anticipated that with HCMHomecoming2017 there will be a backlog of materials to be archived, catalogued and stored;

**AND WHEREAS** the Library Board has been contacted to determine its interest and participation in collaboration in this project;

**AND WHEREAS** it is proposed that a student is hired to work under supervision of municipal staff with library personnel providing specific training;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby authorize the Clerk, Melinda Reith to apply for funding for a summer student position, whose purpose it will be to archive materials through the Library Board History Project and if time allows to assist in archiving municipal documents;

**AND FURTHER THAT** the wage for this position is increased to \$12.00/hr and the term from 6 to 8 weeks at a cost the municipality of \$1,202.52;

Carried Unanimously

Resolution #17/02/17/011

Moved by Councillor Reid and Seconded by Councillor Grills

**WHEREAS** an opportunity to apply for funding under the federal Canada Summer Jobs program arose with an early January deadline, during office closure;

**AND WHEREAS** Council has in the past expressed its interest in taking steps to provide employment for area youth and considering past practice the Clerk submitted an application for funding by the deadline, which may be withdrawn if Council so wishes;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby approve, retroactively, the application for funding under the Canada Summer Jobs program for the employment of a summer student for the Municipality for the 2017 summer period as per the guidelines of the program with an estimated cost, if successful of \$1,985 to be borne by the municipality.

Carried Unanimously

viii. Report #17/02/17/1207 – Support for Seniors Community Grant Program

Resolution #17/02/17/012

Moved by Councillor Grills and Seconded by Councillor Reid

**WHEREAS** Council supports the provision of programs and services for the community's seniors with a focus on intergenerational interaction;

**AND WHEREAS** a funding opportunity through Ontario's Seniors' Secretariat's Seniors Community Grant Program might provide funding for the development of municipal programs directed at improvements for Seniors;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby authorize staff to apply for the Ministry's grant and commits up to \$2,000 for council's contribution which may include in-kind expenses including staff salaries;

**AND FURTHER THAT** Council does hereby authorize Mayor Gibson to endorse the required letter of support for the program application for the municipality and the Library Board.

Carried Unanimously

**Action:** Clerk to send email requesting input on what to include in this program.

- ix. Report #17/02/17/1208 – General Authorizing By-Law Report – 2016 - Information
- x. Report #17/02/17/1209 – Appoint Recreation Committee members for 2017

Resolution #17/02/17/013

Moved by Councillor Grills and Seconded by Councillor Reid

**WHEREAS** the Recreation Committee Terms of Reference provide for annual appointments to the Recreation Committee;

**AND WHEREAS** the following persons have indicated their interest in serving on this committee;

**AND WHEREAS** Council sees the value in continuing this committee in providing activities for members of our community;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby appoint to the Recreation Committee for the year 2017 for the terms as detailed below with Councillor Foote and Councillor Chartrand as Council representatives and Gayle Watters as staff representative.

- o Marlene Gibson;
- o Roseanne Boudreau;
- o Linda Chartrand;
- o Paul Sarrazin;
- o Betty Condie;
- o Gayle Watters;

Although not holding a voting position, Crystal Fischer will provide administrative support and the Clerk will provide legislative assistance and direction as required.

Carried Unanimously

13. **CLOSED SESSION** – none

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

15. **QUESTIONS AND ANSWERS**

- i. CAO Performance Appraisal – a work in progress

16. **CONFIRMATION OF PROCEEDINGS**

Resolution # 17/02/17/014

Moved by Councillor Foote Seconded by Councillor Reid

**BE IT RESOLVED THAT** By-Law 2017-02 being a by-law to confirm proceedings of the Council of the United Townships of Head, Clara & Maria at its meeting held on Friday, February 17, 2017 be read a first time short and passed.

Carried Unanimously

17. **ADJOURNMENT**

Resolution # 17/02/17/015

Moved by Councillor Reid and seconded by Councillor Grills

**BE IT RESOLVED THAT** this meeting adjourn at 16:18h. to meet on Friday, March 24, 2017 at 14:00 h.

Carried Unanimously

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Mayor – Jim Gibson

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Clerk – Melinda Reith