

**THE CORPORATION OF THE UNITED TOWNSHIPS OF HEAD, CLARA & MARIA**  
**November 6, 2009**

Minutes of a regular meeting of Council held on Friday, November 6, 2009 at 14:08 h. in Council Chambers.

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

**2. ROLL CALL**

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

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

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

(Resolution Prepared)

a. Resolution # 06/11/09/001

Moved by Councillor Foote and seconded by Councillor Aiston **BE IT RESOLVED THAT** the minutes of the regular meeting of Friday, October 16<sup>th</sup>, 2009 be accepted as presented.

Carried

**5. DEPUTATIONS/PRESENTATIONS - none**

**6. CORRESPONDENCE & PETITIONS - none**

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

- a. McNab Braeside Disaster Relief Committee – re: disaster relief request for donation - \$100 resolution for next meeting – **action Clerk**
- b. North Renfrew Family Services – re: Community Christmas Basket request for donation - \$100 resolution for next meeting - **action Clerk**
- c. AMO Alert – re: Good Government Bill - information
- d. AMO Alert – re: Early Learning and Child Care Implementation - information
- e. County of Perth – re: adjustments to MPAC reporting, OMPF funding and timely building permit processing - information
- f. Township of Wainfleet – re: MNR Provincially Significant Wetlands – resolution of support - **action Clerk**
- g. United Way – re: employee deductions for charitable donations - information
- h. AMO Alert – re: Waste Diversion Act Review - information
- i. AMO Alert – re: Violence & Harassment in the Workplace - information
- j. AMO Alert – re: Fall Economic Statement - information
- k. City of North Bay – re: Buy American Battle - information
- l. OPERA – re: Conservation Authorities and resolution of the Township of Essa - information

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

- a. Clerk's Report – 06/11/09/201

**9. FINANCIAL REPORTS - none**

**10. BY-LAWS - none**

**11. UNFINISHED BUSINESS - none**

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

- a. Updated Job Descriptions Report #06/11/09/202

Resolution #06/11/09/002

Moved by Councillor Gibson and Seconded by Councillor Foote

**WHEREAS** existing job descriptions were outdated and did not accurately reflect the duties of the positions within the Municipality;

**AND WHEREAS** current job descriptions are required to accurately and effectively perform meaningful performance appraisals and to attract and retain employees;

**THEREFORE BE IT RESOLVED THAT** the Council of the Corporation of the United Townships of Head, Clara & Maria does hereby approve the job descriptions as presented/amended November 6, 2009 for implementation with 2009 performance appraisals including those for the:

- Clerk's position;
- Treasurer's position;
- Office Administrative Assistants position;

- Road Superintendent's position;
- Labourer's position;
- Hall Caretaker's position; and the
- Chief Building Official's position.

Carried

b. Zoning By-law Exemption Report #06/11/09/203

Resolution #06/11/09/003

Moved by Councillor Aiston and Seconded by Councillor Reid

**WHEREAS** a ratepayer has contacted the Municipality with respect to requirements for a building permit;

**AND WHEREAS** it has been determined that the property area is too small by 75 m<sup>2</sup> to be compliant with the zoning by-law;

**AND WHEREAS** it has been determined that the property owner purchased additional land in 2002 in order to ensure that they had the appropriate area to build once they were ready to retire and completed the appropriate severance request and subsequent purchase;

**AND WHEREAS** the current zoning requirement of 2,025m<sup>2</sup> was in existence at the time of the severance and purchase of additional land;

**AND WHEREAS** it then amounts to employee oversight at the time of the severance and is in fact no fault of the landowners;

**AND WHEREAS** the Council of the United Townships of Head, Clara & Maria fully recognizes the legislative requirements of the Planning Act and does not wish to set a precedent which may be used by another ratepayer to avoid the process of a minor variance application;

**AND WHEREAS** Council believes that this unique situation warrants a remedy at no additional cost or hardship to the ratepayer;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby grant an exemption from the Municipal Zoning By-law 2004-12, as amended, without the process of an Minor Variance application due to the fact that employee error or oversight here or at the County during the severance process resulted in the discrepancy.

Carried

c. Hall Cleaning Report and Guidelines Report #06/11/09/204

Resolution #06/11/09/004

Moved by Councillor Reid and Seconded by Councillor Aiston

**WHEREAS** job descriptions have been updated;

**AND WHEREAS** some of the job descriptions included information that would otherwise more effectively appear in separate documents;

**AND WHEREAS** in order for the Clerk to know what actions are being completed by the Hall Caretaker on a regular basis a form for reporting activities should be utilized:

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby approve of the Hall Cleaning and Maintenance Guidelines and Monthly Cleaning Report Form be utilized effective immediately.

Carried

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

**14. QUESTIONS AND ANSWERS - none**

**15. CONFIRMATION OF PROCEEDINGS**

a. Resolution # 06/11/09/005

Moved by Councillor Foote and Seconded by Councillor Reid

**BE IT RESOLVED THAT** By-Law 2009 -26 being a by-law to confirm proceedings of the Council of the United Townships of Head, Clara & Maria at its meeting held on November 6, 2009 be read a first time short and passed.

Carried

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

Resolution # 06/11/09/006

Moved by Councillor Aiston and seconded by Councillor Foote

**BE IT RESOLVED THAT** this meeting adjourn at 15:00 h to meet again Friday, November 20, 2009 at 14:00 h.

Carried

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Reeve – Tammy Stewart

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Clerk – Melinda Reith