

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

**October 5, 2012**

Minutes of a regular meeting of Council held on Friday, October 5, 2012 at 14:00 h. in Council chambers.

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

**2. ROLL CALL**

The following were present Reeve Stewart and Councillors: Dave Foote, Jim Gibson, and Debbi Grills.

Councillor Reid sent regrets.

Staff: Melinda Reith, Clerk; 1 member of the media and 1 member of the public were present.

**3. DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF –  
Reeve has a conflict on item #2 of the Unresolved Issues Report  
#05/10/12/1103**

**4. DEPUTATIONS/PRESENTATIONS - none**

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

**i. Council Minutes – September 21, 2012**

Resolution # 05/10/12/001

Moved by Councillor Foote and seconded by Councillor Grills

**BE IT RESOLVED THAT** the minutes of the regular meeting of Friday, September 21, 2012 be accepted as presented.

Carried Unanimously

**6. CORRESPONDENCE & PETITIONS – None**

**7. CORRESPONDENCE**

**i. Yakabuski, MPP – re: Ability to Pay Act –**

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

**ii. FCM – re: Queen’s Diamond Jubilee Medal nominations - information**

**iii. MMAH – re: Provincial Policy Statement – Draft Policies – information – Clerk to review for impact on rural development**

**iv. OPP – re: Updated Community Policing and Cost Recovery Formula-information**

**v. MCSCS – Minister – re: Policing - information**

**vi. Mol – re: Federal Long-term Infrastructure Plan - information**

**vii. OGRA – re: Board Member nominations - information**

**viii. MyFM – re: Fire Prevention Week - information**

**ix. Solid Waste and Recycling – re: On-job deaths rise – information**

**8. STAFF REPORTS**

**i. Report #05/10/12/801 – Clerk’s Report- information only**

**ii. Report #05/10/12/802 – Treasurer’s Report – none**

**iii. Report #05/10/12/803 – Reeve’s Report – none provided prior to meeting;**

**iv. Report #05/10/12/804 – Councillor Foote – Summary of Bullying and Harassment Workshop**

**9. FINANCIAL REPORTS**

**i. Cheque Log**

Resolution # 05/10/12/002

Moved by Councillor Grills and Seconded by Councillor Foote

**BE IT RESOLVED THAT** the Cheque log dated September 26, 2012, Cheque #5978 to #6006 totalling \$532,539.89 be accepted as presented.

Carried Unanimously

**10. BY-LAWS –By-Law 2012-26 to Adopt an Emergency Management Plan and Program for 2012-2013 – deferred until Gayle can confirm all details**

**11. UNFINISHED BUSINESS**

i. Report #05/10/12/1101 – Cancellation of October 18th meeting

Resolution # 05/10/12/003

Moved by Councillor Foote and Seconded by Councillor Grills

**WHEREAS** office renovations, staff and Council member availability complicate the holding of the second meeting in October;

**THEREFORE BE IT RESOLVED THAT** the Council meeting scheduled for Thursday, October 18, 2012 is hereby cancelled.

Carried Unanimously

ii. Report #05/10/12/1102 – Workplace Violence and Harassment Policy Review

Recommendations to be implemented included will be sent to the Clerk via email for inclusion in a report for November 2, 2012.

iii. Report #05/10/12/1103 – Unresolved Issues Report

Resolution # 05/10/12/004

Moved by Councillor Gibson and Seconded by Councillor Foote

**BE IT RESOLVED THAT THE** Council of the United Townships of Head, Clara & Maria does hereby authorize the Clerk to arrange mediation sessions between the Clerk and Reeve Stewart to be arranged immediately.

Carried Unanimously

At 2:41 Reeve Stewart vacated the chair. Councillor Gibson read the next resolution.

Resolution # 05/10/12/005

Moved by Councillor Foote and Seconded by Councillor Gibson

**BE IT RESOLVED THAT THE** Council of the United Townships of Head, Clara & Maria does hereby agree to:

•  attach the amounts owing from the unpaid invoice to the tax roll as legislation allows.

•  write the amounts of as uncollectable.

Defeated

Recorded Vote	
Councillor Foote	NO
Councillor Gibson	YES
Councillor Grills	NO

Resolution # 05/10/12/006

Moved by Councillor Gibson and Seconded by Councillor Foote

**BE IT RESOLVED THAT THE** Council of the United Townships of Head, Clara & Maria does hereby agree to withdraw motion # 02/12/11/012 considering appointing an Integrity Commissioner for Head, Clara & Maria.

Carried Unanimously

**Action:** Clerk to arrange with Mr. Conroy for an introduction of himself to Council.

Resolution # 05/10/12/007

Moved by Councillor Grills and Seconded by Councillor Gibson

**BE IT RESOLVED THAT THE** Council of the United Townships of Head, Clara & Maria does hereby agree to postpone the 6 month PA review and set a date for the Clerk's performance appraisal for early December specifically November 16, 2012.

Carried Unanimously

Resolution # 05/10/12/008

Moved by Councillor Gibson and Seconded by Councillor Grills

**BE IT RESOLVED THAT THE** Council of the United Townships of Head, Clara & Maria does hereby agree to resume informal group discussions to attempt to resolve existing issues that may be derailing constructive Council collaboration and set the first such session to be held on Wednesday, November 21, 2012 (noon) lunch meeting.

Carried

**Action:** Clerk to ask Shelley if she would be willing to stay for the lunch session.

Recorded Vote	
Councillor Foote	YES
Councillor Gibson	NO
Councillor Grills	YES
Reeve Stewart	YES

**12. ADDENDUM (NEW BUSINESS)**

- i. Report #05/10/12/1201 – Approval of Roads and Maintenance Health and Safety Policy and Procedures

Resolution # 05/10/12/009

Moved by Councillor Foote and Seconded by Councillor Gibson

**WHEREAS** Council deems it appropriate to not only have a general Municipal Health and Safety policy but to also have activity specific policies;

**AND WHEREAS** the document presented covers most working conditions and guidelines for preventing injury while completing the tasks required for municipal road and other general maintenance;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby adopt the Roads Health and Safety Policy and Procedures document as amended.

Motion Withdrawn

**Action:** Clerk to merge all existing job specific Health and Safety Policies into one comprehensive document that apply to all areas of work and to bring that back to Council at a later date.

Resolution #05/10/12/01-A

Moved by Councillor Gibson Seconded by Councillor Grills

**WHEREAS** Council wishes to have one comprehensive health and safety policy and procedures document to cover all municipal staff

**THEREFORE BE IT RESOLVED THAT** resolution #'s 5/10/12/009 and 05/10/12/010 are hereby withdrawn.

Carried Unanimously

- ii. Report #05/10/12/1202 – Approval of Municipal Vehicle Operation and Maintenance Health and Safety Policy and Procedures

Resolution #05/10/12/010

Moved by Councillor Grills and Seconded by Councillor Foote

**WHEREAS** Council deems it appropriate to not only have a general Municipal Health and Safety policy but to also have activity specific policies;

**AND WHEREAS** the document presented covers most working conditions and guidelines for preventing injury while operating municipal vehicles;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby adopt the Municipal Vehicle Operation and Maintenance Policy and Procedures document as amended.

Motion Withdrawn

- iii. Report #05/10/12/1203 – Strategic Plan Report and Self-Assessment Document

Resolution #05/10/12/011

Moved by Councillor Gibson and Seconded by Councillor Grills

**WHEREAS** Council will not be able to determine whether or not it has met its goals and objectives at the end of term without some type of mandate or goal to aspire to;

**AND WHEREAS** it will be easier to evaluate staff performance against a clear statement of Council goals;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby agree to work towards developing a set of goals and objectives for both Council and staff to strive to achieve during the remainder of this term;

**AND FURTHER** that Council authorizes staff to begin a process of arranging community based feedback and consultation to obtain the most feedback possible.

Carried Unanimously

- iv. Report #05/10/12/1204 – Attendance at FIR

Resolution #05/10/12/012

Moved by Councillor Grills and Seconded by Councillor Gibson

**WHEREAS** Council deems it appropriate to have Council members trained and able to understand the financial aspects of Municipal government in order to better plan for the future;

**AND WHEREAS** Councillor Gibson has completed the required documentation outlining costs and benefits to the municipality;

**THEREFORE BE IT RESOLVED THAT** The Council of the United Townships of Head, Clara & Maria does hereby approve the training and expenses as submitted.

Carried Unanimously

**13. CLOSED SESSION** – Not required.

**14. BUSINESS ARISING FROM CLOSED SESSION** – Not required.

**15. QUESTIONS AND ANSWERS**

- i. Reeve Stewart - Sara Bagley fund? – support for children’s program through the library
- ii. Councillor Gibson - Rail line – CP is removing rail line – municipality is in dark with respect to their plans – municipality should contact CP rail to determine what they plan for disposition of rails etc. - what are your plans for crossings – when or if you will deed crossings to municipality; will we incur legal cost in respect to that; when will they remove other infrastructure – wires, ties etc. ratepayers are asking
- iii. Councillor Gibson – mentioned the NRT and Press Council ruling against the NRT as filed by Melinda Reith
- iv. – there was no name assigned to the article – does anyone know who wrote it? - No
- v. Councillor Gibson - Has anybody had an apology from the editor in chief of the NRT or the Reeve for these issues? -No

**16. CONFIRMATION OF PROCEEDINGS**

Resolution # 05/10/12/013

Moved by Councillor Foote and Seconded by Councillor Grills

**BE IT RESOLVED THAT** By-Law 2012-27 being a by-law to confirm proceedings of the Council of the United Townships of Head, Clara & Maria at its meeting held on October 5<sup>th</sup>, 2012 be read a first time short and passed.

Carried Unanimously

**17. ADJOURNMENT**

Resolution # 05/10/12/014

Moved by Councillor Grills and seconded by Councillor Gibson

**BE IT RESOLVED THAT** this meeting adjourn at 15:42 h to meet again Friday, November 2<sup>nd</sup> 2012 at 14:00h.

Carried Unanimously

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Reeve – Tammy Stewart

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Clerk – Melinda Reith

Friday October 5/

I have a conflict of interest  
with item #2 of the "Unresolved  
Issues Report - 2/10/09/1103"  
due to potential litigation.

Tammy-Lea Stowers