

**November 2, 2012**

Minutes of a regular meeting of Council held on Friday, November 2, 2012 at 14:00 h. in the Municipal Hall.

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

**2. ROLL CALL**

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

Staff: Melinda Reith, Clerk; 3 members of the OPP; 1 member of the media and 11 members of the public were present.

**3. DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF - none**

**4. DEPUTATIONS/PRESENTATIONS - Detachment Commander Jeff Smith and Sgt. Paul Legault of the OPP attended to answer questions about community policing and costs. (moved to a spot later on agenda due to technical difficulties)**

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

- i. Council Minutes – October 5, 2012

Resolution # 02/11/12/001

Moved by Councillor Reid and seconded by Councillor Grills

**BE IT RESOLVED THAT** the minutes of the regular meeting of Friday, October 5, 2012 be accepted as presented.

Carried Unanimously

**6. CORRESPONDENCE & PETITIONS – None**

**7. CORRESPONDENCE**

- i. OPP – Commissioner Chris D. Lewis – re: updated municipal Cost-Recovery Formula - information
- ii. OPP – Municipal Policing Bureau – re: 2012 Semi-Annual Policing Costs – OPP - information
- iii. NRT – Remembrance Day – an ad has been purchased - information
- iv. Rob Davis, MNR – Algonquin Cottage lease request for comments – information

Break from correspondence to hear deputation from the OPP regarding costing. A copy of the notes from the deputation follows these minutes.

Break 14:53 – 14:57. OPP representatives left the meeting.

- v. William Croshaw – re: hall upgrades/renovations – information – to be discussed at Saturday’s meeting
- vi. Heather McKechnie – re: hall addition, Salary Grid review – to be discussed at the public meeting on Saturday
  - o Question put verbally by Reeve Stewart “Does Council wish to have input on this matter from Mr. or Mrs. McKechnie – all in favour?”

| <b>Recorded Vote</b> |     |
|----------------------|-----|
| Councillor Foote     | Yes |
| Councillor Gibson    | No  |
| Councillor Grills    | No  |
| Councillor Reid      | Yes |
| Reeve Stewart        | Yes |

- o The motion must be unanimous - Motion is lost

- vii. AMO – re: The Navigation Protection Act Changes –information
- viii. AMO – re: Highlights of September 2012 Board Meeting - information
- ix. AMO – re: Ontario Arbitration Reform – information
- x. AMO – re: Municipalities and pensions - information

- xi. AMO – re: Local Food Act and additional municipal reporting requirements - information
- xii. Ministry of Citizenship and Immigration – re: Voluntarism Awards - information
- xiii. Deep River Science Academy – re: request for sponsorship - information
- xiv. Office of the Prime Minister – re: Thank you – JEPP - information
- xv. Renfrew County Victim Services – re: Thank you - information
- xvi. My FM – re: Christmas Greetings Package – information - Clerk requested direction to not include these requests in packages in future. Agreed by Council to not forward.
- xvii. Algonquin Land Claim Consultation – re: fact sheet – will be discussed at the public meeting on Saturday
- xviii. L1 – June Vaughn/John Beasley – re: hall addition; salary increase; for Saturday’s meeting
- xix. L2 – Doug Antler – re: salary comparison; for Saturday’s meeting

## 8. STAFF REPORTS

- i. Report #02/11/12/801 – Clerk’s Report- direction required

Resolution # 02/11/12/002

Moved by Councillor Grills and seconded by Councillor Reid

**WHEREAS** due to the volume of recycling material and the deterioration of the current storage facility in Stonecliffe a new building is required;

**AND WHEREAS** a used cargo container would make an excellent storage shed with its higher price being offset by its longevity;

**THEREFORE BE IT RESOLVED THAT THE** Council of the United Townships of Head, Clara & Maria does hereby agree to purchase a used cargo container and spend up to \$3,500 excluding taxes to be used as a recycling storage shed beside the Municipal Garage;

Carried Unanimously

Resolution # 02/11/12/003

Moved by Councillor Reid and seconded by Councillor Grills

**WHEREAS** Canada Post has requested Council approval for the service to be provided in Deux Rivieres;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby agree to authorize Canada Post to install post boxes at the corner of Dunlop Crescent at Lacroix Park as per Mr. Lachance’s sketch;

**AND FURTHER THAT** Council does approve the recommended option number 3 in Mr. Clouthier’s email which entails keeping things the way they are now with Deux Rivieres retaining its separate and distinct postal code and local service acknowledging that changes to delivery results in a first attempt of to the door delivery for parcels or items containing signatures or monies. Otherwise Deux Rivieres residents will have to collect parcels that do not fit in the boxes in Rolphton.

Carried Unanimously

- ii. Report #02/11/12/801-2 – Clerk’s Report – additional information concerning letter to council – to be presented on Saturday
- iii. Report #02/11/12/802 – Treasurer’s Report – information only
- iv. Report #02/11/12/803 – Reeve’s Report – verbal;
  1. October 22 – Land Claim session – repeat of the July session; recommendations not as bad as I thought it might be. Bound by confidentiality.
  2. October 29<sup>th</sup> Situational Leadership Course – nothing we didn’t already know, different language to use during leadership.
  3. October 31 – County Council – MTO presentation – with Transfield until May 2013 – not likely to change for our area – bigger impact was that every member of County Council got to address the issues – 4 laning, killer highway, snowplowing. The representatives were hit hard – recognize that they were just the messengers – will go back telling superiors to take a look at what is happening – crosses along roadside – serious look at service –

Mayors Thompson and Rabishaw – questioned the statement of no difference in road servicing in our area – it is noticeable. Reeve Stewart would like to know how to deal with it when children cannot get home because the roads have been closed, when people can't get home from work. Disgusted with the maintenance. Were told that MTO will look into it. Best we can hope for. Copy of presentation for Council.

- v. Report #02/11/12/804 – Councillor Grills – verbal ;
  1. Professional development day – beneficial; Beakley was presenter and was pleased to see Council members there;
  2. CFB Petawawa – DRAP Defense Reduction Action Plan – Colonel went over changes – basically changes equal cuts.
  3. New Roads – tow plows we be utilized in our area this winter – to cut out one gas driven plow.
  4. TEAM taking effective action to manage Highway 17 – react to OPP reports suggests going to the Ministry about more left turn lanes, independent consultants to review all fatalities.

Reeve Stewart has copies to share. Clerk will post on line.

## 9. FINANCIAL REPORTS

### i. Cheque Log

Resolution # 02/11/12/004

Moved by Councillor Grills and Seconded by Councillor Reid

**BE IT RESOLVED THAT** the Cheque log dated October 31, 2012, Cheque #6007 to #6043 totalling \$46,664.71 be accepted as presented.

Carried Unanimously

### ii. Comparative Income Statement

Resolution # 02/11/12/005

Moved by Councillor Reid and Seconded by Councillor Grills

**BE IT RESOLVED THAT** The Comparative Income Statement to October 31, 2012 be accepted as presented.

Carried Unanimously

## 10. BY-LAWS –By-Law 2012-26 to Adopt an Emergency Management Plan and Program for 2012-2013

Resolution # 02/11/12/006

Moved by Councillor Grills and seconded by Councillor Reid

**BE IT RESOLVED THAT** By-Law Number 2012-26 being a by-law to adopt the municipality's Emergency Management Program and Emergency Response Plan for 2012 be read a first time short and passed.

Carried Unanimously

## 11. UNFINISHED BUSINESS

### i. Report #02/11/12/1101 – Annual Salary Grid Review

Resolution # 02/11/12/007

Moved by Councillor Foote and Seconded by Councillor Gibson

**WHEREAS** the employee salary grid review completed in 2010 recommended annual pay scale reviews to increase employee salaries to be more competitive with neighbouring municipal salaries;

**AND WHEREAS** it has been determined through evaluation of the County Salary Survey that Head, Clara & Maria employee salaries are in some cases the lowest in the county and in others next to lowest with the high range in HCM salaries lower than the low range for the majority of comparable positions;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby agree to increase the entire salary grid for the employees of the Municipality of the United Townships of Head, Clara & Maria by \$ \_\_\_\_\_ for 2013 to decrease the gap between HCM employee salaries with those of other local municipal employees;

**AND FURTHER THAT** this increase becomes effective on January 1, 2013.

Motion tabled.

Resolution Number 02/11/12/007-A

Move by Councillor Gibson Seconded by Councillor Foote

**BE IT RESOLVED THAT** report #02/11/12/1101 be deferred until after the public meeting on Nov 3, 2012 date to review to be determined.

Carried Unanimously

ii. Report #02/11/12/1102 – Employee Pension Plan

Resolution # 02/11/12/008

Moved by Councillor Gibson and Seconded by Councillor Foote

**WHEREAS** research has shown that Canadians are facing increasing challenges in financing their retirements to a point where the Federal government is considering making employer retirement plans mandatory;

**AND WHEREAS** the Municipality of Head, Clara & Maria is one of only two remaining municipalities within the County which does not provide an employee pension or retirement plan;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby agree to implement a retirement savings plan effective January 1, 2013.

**AND FURTHER THAT** this plan shall be a Group RSP with employer contribution limits set by Council by resolution from time to time.

**AND FURTHER THAT** to start this Group RSP Council does hereby agree to contribute 4% of employee gross annual salary as their contribution.

**AND FURTHER THAT** the administration of this plan will be the responsibility of the Clerk and Treasurer through a recognized Canadian plan provider.

Motion tabled

Resolution #

**BE IT RESOLVED THAT** Report #02/11/12/1102 be deferred until after the public meeting on Nov 3, 2012 review date to be determined.

Carried Unanimously

**12. ADDENDUM (NEW BUSINESS)**

- i. Report #02/11/12/1201 – Amendment to Procedure By-law and meeting days

Action: That the issue be included in the public meeting agenda.

**13. CLOSED SESSION –**

- i. Report #02/11/12/1301 – Personal Information about an Identifiable individual – Tax Sale Property

Resolution #02/11/12/009

Moved by Councillor Foote and Seconded by Councillor Gibson

**WHEREAS** the Municipal Act provides for open meetings unless the subject matter falls under specific exemptions;

**AND WHEREAS** the discussion of the finances of an individual including a tax sale in a small municipality will result in the individual being recognized;

**AND WHEREAS** the Council of the United Townships of Head, Clara & Maria has determined that the issue at hand is a qualifying exemption under section 239 sub paragraph (2) (b) as it concerns personal finances;

**AND WHEREAS** at no time will business of Council be advanced during this closed session.

**THEREFORE BE IT RESOLVED THAT** this meeting go into an in camera session at 16: h to discuss a tax sale property under the exception of personal matters about an identifiable individual, including municipal or local board employees.

Carried Unanimously

Resolution #02/11/12/010

Moved by Councillor Gibson and Seconded by Councillor Foote

**BE IT RESOLVED THAT** this meeting comes out of closed session at 16:28h. and the public portion of the meeting continue.

Let it be public record that no business of Council was advanced during this closed session.

Carried Unanimously

#### **14. BUSINESS ARISING FROM CLOSED SESSION –**

Resolution #02/11/12/011

Moved by Councillor Foote and Seconded by Councillor Gibson

**WHEREAS** Council has discussed personal information about an identifiable individual concerning a properly executed tax sale and subsequent payment out of court of surplus funds to the municipality;

**AND WHEREAS** there are now new developments to be considered;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby direct staff to refund all monies surplus of municipal costs to the appropriate parties.

Carried Unanimously

#### **15. QUESTIONS AND ANSWERS**

- i. Councillor Gibson – Newspaper article – National Farmers Union president of Renfrew County is concerned with genetically modified alfalfa seed coming into Renfrew County – Does Council wish to provide a resolution of support? – Councillor Gibson to provide draft for the Clerk for next meeting.
- ii. Councillor Grills – how will Saturday’s meeting be run– set Agenda with issues to receive comments then open the floor; Reeve Stewart to read summary of the issue- each individual to stand, identify themselves, and speak. Clerk to record new issues and the Reeve to address them later in the meeting to ensure everything has been covered. All comments to be through the chair; use the gavel if necessary. Ask that those wishing to speak move to a podium, stand in line to avoid the “free for all” and keep order.
- iii. Councillor Foote – Morning Mist and taxation email – to become part of tomorrow’s correspondence
- iv. Clerk – the Library has asked permission to sell Calendars at the public meeting – as a Library Fundraiser – permission granted – OK’d to make note of the calendars and process on the meeting agenda.

#### **16. CONFIRMATION OF PROCEEDINGS**

Resolution # 02/11/12/012

Moved by Councillor Foote and Seconded by Councillor Gibson

**BE IT RESOLVED THAT** By-Law 2012-28 being a by-law to confirm proceedings of the Council of the United Townships of Head, Clara & Maria at its meeting held on November 2<sup>nd</sup>, 2012 be read a first time short and passed.

Carried Unanimously

#### **17. ADJOURNMENT**

Resolution # 02/11/12/013

Moved by Councillor Gibson and seconded by Councillor Foote

**BE IT RESOLVED THAT** this meeting adjourn at 16.35 h to meet again Friday, November 1:6<sup>th</sup> 2012 at 14:00h.

Carried Unanimously

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Reeve – Tammy Stewart

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Clerk – Melinda Reith

Deputation – policing and contract policing  
(Notes proofread and corrected by Pamela Ford, Provincial Constable, OPP and Sergeant Paul Legault, OPP)

Presentation by Paul Legault, Sergeant and Jeff Smith, Detachment Commander

1. There are a number of considerations – size of detachment area, calls for service etc.
2. Contract vs. non-contract – non-contract better way to go; but not a huge difference in costing for a municipality our size.
3. Prior to Jan 1, 1998 – no costs for policing. After that all municipalities have to pay. Each municipality shall provide adequate and effective police services in accordance with its needs. Up to the municipality not the province.
4. Must include: Crime prevention, law enforcement, assistance to victims of crime, public order maintenance and emergency response.
5. We are a section 5.1 police agreement – non-contract. We have various options.
6. Billed by number of occurrences. – quite low due to the size of our community.
7. OPP responsibilities :
  - a. Contract, non-contract, provincial duties – provincial highways, waterways, investigative support, unincorporated ;municipalities, investigative support to Municipal Police Services
8. Section 5.1 shows how we pay the Minister of Finance for services.
9. Non-contract – based on workload in municipality as a percentage of the total FTE's (full time equivalents) providing policing to all no-contact municipalities.
10. Divide the workload by that provided to the province vs. the individual municipality.
11. We are charged based on municipal workload divided by the apportionment allocated to us vs. all other municipalities – all officers available to provide the service. For 2011 we pay .26% of the cost of one officer. We are billed for 0.26 of one FTE.
12. Same calculations for contract vs. non-contract. The contractor then pays for so many officers.
13. The analysis is averaged over 4 years to avoid peaks and valleys.
14. Section 10 contract – between the province and the municipality. 1 FTE = 1467 average hours. Total time minus holidays, sick days etc. – breaks down to boots on the ground time.
15. Big difference between contract vs. non-contract – stability of FTE – won't fluctuate that much in our small community. Might make a difference if we had 30 contract officers and it was reduced to 27. With us, not much difference.
16. Contract is required to have a Police Services Board – they have other benefits like the opportunity to get grants – RIDE etc. As non-contract we can't. We do not have or require a PSB.
17. The Costing formula ( which includes items outside of wages and benefits) will now be updated each year. In the past it was a 5 year agreement – at the end of the five year period municipalities were faced with huge cost increases.
18. Deployment Model Review
  - a. Tool used to identify what is needed in a community especially in a contract.
  - b. Computer program used to determine results.
  - c. Used since 1980. Refined by OPP
  - d. Used to ID number of FTE Constables needed to address “Calls for service”.
  - e. It has been improved based on a model from the states.
19. Detachment characteristics, availability factor, calls for service, policing standards, patrol standards.
  - a. Only uses the number of constables on the road. Non civilian or other officers not included in calculation.
  - b. Geographical area, square kilometers, linear kilometres, Hwy 400 series.
  - c. Availability factors – stats, vacations, sick. Leave etc. 1467 hours is a FTE
  - d. You may get more hours if people are not missing the time – won't be charged more; will get a reduction if time on ground is reduced – in contract.
  - e. Calls for Service are recorded if they involve the Criminal Code or MVC calls. All others are not included in calculation.
  - f. Estimated times used – CC Offences – 4.6 Hours – MVA 2.4 hours per incident.
20. Standards based on
  - a. Response time 92% of the time – 19 times out of 20.

- b. Response standards are created based on that data.
- c. Officer safety
- d. 24 hour patrol

## 21. Costing Formula Review

- a. How many officers you need
- b. Now – how much will it cost you
- c. Freeze for two years – 2012, 2013 no increase in salaries but in 2014 salaries will be coming up to be equivalent to the highest comparator at that time. May not be the best solution but those were the concessions made at the time.
- d. Costs of vehicles – uniforms, supplies, personnel, communications operators, admin support of general and regional HQs, salaries, wages, benefits, overtime
- e. Formula will be updated regularly – review should occur every two years; province didn't – have learned that they need to keep up
- f. Reconciliation money put back in an account to help with new raises every few years. – 1998, 2001, 2003, 2008, and 2010.
- g. Police costing Formula adopted in September of 2012 to come into effect in January 2013 – always use the average over the last two years
- h. Will see a 1.3% reduction from the 2010 costing formula.
- i. 2004 – 2013 – 32.5% increase. Formula costs have increased by approximately 1.0% annualized increase of total policing costs over 9 years.
- j. 90% of the cost of policing includes the officer, dressed in a vehicle ready to go – communications add another 5% - majority of buildings are paid for by the province not the municipality.

Mr. Legault asked if there were any questions.

1. Heather McKechnie – About, police services boards, they're important for a community?
  - a. Legault – There are 3 members, one from council, one from the community and one from the province. There are costs involved. Individuals need to be trained – costs about \$10-15 thousand.
2. Ms. McKechnie – So we should have one? Make sure someone attends for the municipality?
  - a. Sergeant Legault – no, for this municipality you don't have a Police Service Board. With non-contract each council needs to decide whether or not they want to have or participate in a Community Policing Advisory Committee. It is not required by law – don't have to have one. It is determined by the detachment area.
3. Reeve Stewart asked if any member of Council had any questions.
4. Councillor Gibson – if OPP calls doubled over at two year period, when would those costs be evident in our rates.
  - a. Sergeant Legault – The calls for those years would be rolled into the average four year stats. If calls are anything other than Criminal Code related, or MVA they are not scored. Unless an assault is involved – they are not counted.
5. Reeve Stewart - Provincial highways and waterways are included in our contract; you mentioned mental health – prisoner transport – are we spending time on that if officers are in court?
  - a. Sergeant Legault - There is a provision for any wait time for court – if they are giving evidence for criminal code offence – you're taxed for that. UOV Detachment does not participate much in the prisoner transport service due to the jail closing. Ministry of corrections is taking up bill for that. We have full funding here; there are no costs for that for us.

6. Clayton McKechnie – do you have a mandate for emergency response on roads – is it covered under the costs? If there is an accident on municipal roads, is the municipality responsible for the unit on municipal roads?
  - a. Sergeant Legault – If you mean cars responding it's the same, highway or municipal roads and is covered.
7. Mr. McKechnie - No, I mean if we had an MVA and needed the Jaws of Life is that a mandated responsibility?
  - a. Sergeant Legault – if the Jaws of Life are involved that's Fire not us. If an accident happened it happened. On our roads - yours- on highway – not our contract. As to the cost of OPP attending – the municipality is responsible. Anything else is Fire not OPP.
8. Mr. McKechnie – in our situation we had an agreement with Deep River and Laurentian Hills if we don't have that contract where do we stand as a municipality?
  - a. Sergeant Legault – Whatever the municipality wants to do, it does, and it's the Municipality's responsibility not ours.
9. No further questions.
10. Reeve Stewart thanked the officers for attendance and called a brief break.

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Notes to Council Minutes – to provide a public record.

Discussion of Ms. McKechnie's letter:

- Reeve Stewart - Addition to hall will be discussed at the public meeting so we can get further input then. As for the rest of the letter we do have a public meeting tomorrow at which anything may be discussed.
- Reeve Stewart – Does Council wish to receive additional information at this time?
- Heather McKechnie – can I speak? I asked to give a deputation?
- Councillor Grills – point of order ...
- Reeve Stewart – you can't address Council
- Councillor Foote – we can take a vote now – needs to be unanimous or you cannot speak.
- Mr. McKechnie – I would like to ...
- Councillor Grills – point of order...
- Reeve Stewart – so do you want to call a vote?
- Councillor Foote – I guess that's what we have to do?
- Reeve Stewart -
  - Rules are the rules.
  - Does Council wish to have input on this matter from Mr. or Mrs. McKechnie – all in favour?
  - Opposed or For?
    - Grills – no
    - Reid – yes
    - Foote – yes
    - Gibson – no
    - Stewart – yes
  - Motion is lost
  - Councillor Gibson - Have scheduled a public meeting for tomorrow – two letters from the public – two emailed letters – feel all four should be read tomorrow at the public meeting – people who wrote letters will have the opportunity to speak then.

Discussion of Navigable Water Act

- Councillor Gibson – Grant's Creek will provide an example of what this grant might cover – height and span over Grant's Creek and Bissett Creek Road – Missing Link bridges. Had to get approval from Ocean's and Fisheries. Quite important.

- Councillor Reid – was part not to do with high water level? We work with that all the time.
- Councillor Gibson - all to do with Navigable Waters.