

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

**January 11, 2013**

Minutes of a regular meeting of Council held on Friday, January 11, 2013 at 14:00 h. in the Municipal Hall.

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

**2. ROLL CALL**

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

Regrets: n/a

Staff: Melinda Reith, Clerk and Noella LeBreton, Treasurer; 1 member of the media and 5 members of the public were present.

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

**4. DEPUTATIONS/PRESENTATIONS - none**

Resolution # 11/01/13/001-A

Moved by Councillor Grills and seconded by Councillor Gibson

**WHEREAS** the Council meeting of Friday, January 11, 2013 had to be cancelled due to inclement weather and rescheduled to Monday, January 14, 2013 with limited time to update meeting documents;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby agree to accept all meeting documents referencing the meeting of January 11, 2013 as current to the actual meeting date of Monday, January 14, 2013 without having to specifically edit each occasion.

Carried Unanimously

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

- i. Council Minutes – December 7, 2012

Resolution # 11/01/13/001

Moved by Councillor Gibson and seconded by Councillor Grills

**BE IT RESOLVED THAT** the minutes of the regular meeting of Friday, December 7, 2012 be accepted as presented.

Carried Unanimously

**6. CORRESPONDENCE & PETITIONS – Routine thank you letters or letters of support. Not printed and submitted to Council but posted on-line.**

- i. FCM – re: correspondence from HCM and *Equal Access to High-Bandwidth Broadband*  
ii. Brudenell, Lyndoch and Raglan – re: support for HCM resolution concerning JEPP funding  
iii. North Algona Wilberforce – re: support for HCM and *Equal Access to High-Bandwidth Broadband*

**7. CORRESPONDENCE**

- i. JP2G – re: closure and post closure estimates; update of life expectancy - information  
ii. Renfrew County Fire Chief's Association – re: removal of Auto-Ex from Mutual Aid Agreements County wide - information  
iii. Renfrew Landowner's Association – re: information seminar invitation – provincial legislation and Trespass – Clerk and Treasurer to attend if they wish  
iv. Heather McKechnie – re: request for deputation and correction – request to include by Councillor Grills due to misunderstandings made in public, and a need to make the apology in public as well.  
v. Ontario Power Generation – re: Update of Business Transformation - information  
vi. Renfrew County Road Supervisors Association – re: 2013 Municipal Trade Show in Arnprior – Clerk to contact Steve Boland  
vii. Renfrew County Senior Games – re: request for financial support - information

- viii. AMO – re: 2012 Auditor’s report and Key Municipal Interest in OPP Recommendations - information
- ix. AMO – re: AODA Accessibility Standards – beach at Old Mackey Park ensure accessible
- x. Mayor’s Coalition ASAP – re: updates and newsletter – information
- xi. L1 – Ministry of Aboriginal Affairs – re: Preliminary Draft Agreement-in-Principle – information

Defer remaining items to discussion on the vacant seat issue...Deferred by general agreement

- xii. L2 – email from McKechnie’s – re: appoint Doug Antler – defer to discussion on Election issue
- xiii. L3 – email from Ahronson’s – re: appoint Doug Antler -
- xiv. L4 – email from Gervais’ – re: appoint Doug Antler -
- xv. L5 – email from Chartrand’s – re: hold a by-election -

## 8. STAFF REPORTS

- i. Report #11/01/13/801 – Clerk’s Report – information only;
  1. Contact Canada Post with idea of putting shelters over mail boxes;
  2. Proceed with by-law amendment for resident fire ban exemption;
  3. Proceed with discussion on cell tower locate with Bell Mobility and the Deux Rivieres disposal site; ask for a copy of any EA that is completed.
- ii. Report #11/01/13/802 – Treasurer’s Report – information only;
- iii. Report #11/01/13/803 – Reeve’s Report – none provided;

## 9. FINANCIAL REPORTS

- i. Comparative Income Statement

Resolution # 11/01/13/002

Moved by Councillor Grills and Seconded by Councillor Gibson

**BE IT RESOLVED THAT** the Income Statement to December 31, 2012 be accepted as presented.

Carried Unanimously

- ii. Cheque Log

Resolution # 11/01/13/003

Moved by Councillor Gibson and Seconded by Councillor Grills

**BE IT RESOLVED THAT** the Cheque log to December 31, 2012, Cheque #6078 to #6138 totalling \$604,609.73 be accepted as presented.

Carried Unanimously

## 10. BY-LAWS

- i. 2013-01 Adopting the 2013 Operating Budget

Resolution # 11/01/13/004

Moved by Councillor Grills and Seconded by Councillor Gibson

**BE IT RESOLVED THAT** By-Law Number 2013 -01 being a by-law to adopt the 2013 Operating Budget be read a first time short and passed.

Carried Unanimously

- ii. 2013-02 Declare a Seat on Council Vacant and By-Election

Resolution # 11/01/13/005

Moved by Councillor Grills and Seconded by Councillor Reid

**BE IT RESOLVED THAT** By-Law Number 2013 -02 being a by-law to declare a seat on Council vacant and to authorize a by-election be read a first time short and passed.

Call for recess 12:14

Meeting called back to order at 12:23

Request from Mr. Antler to speak to Council. No unanimous vote of Council to allow him to speak. Reeve Stewart has expressed that Mr. Antler has agreed to remove his name from being willing to be appointed. But he will put his name up for by-election if one is called.

Carried

**Recorded Vote**

Reeve Stewart	Yes
Councillor Gibson	Yes
Councillor Grills	Yes
Councillor Reid	No

As there was some uncertainty with Reeve Stewart's remarks, the Clerk requested permission from Council and confirmed this statement with Mr. Antler for the record.

Resolution # 11/01/13/006

Moved by Councillor Reid and Seconded by Councillor Grills

**WHEREAS** Councillor David Foote has filed his resignation with the Clerk on December 6, 2012 to become effective December 31, 2012;

**AND WHEREAS** section 263 of the *Municipal Act* speaks to filling vacancies by appointing a person who has consented to accept the office if appointed or requiring a by-election in accordance with the *Municipal Elections Act, 1996*;

**NOW THEREFORE** the Council of the Corporation of the United Townships of Head, Clara & Maria does hereby enact as follows:

1. **THAT** this Council does hereby declare a vacant office in the Council of the United Townships of Head, Clara & Maria effective December 31, 2012;

2. **THAT** Council advertises for the vacant position with the intent to appoint someone to fill the vacancy and authorizes the Clerk to advertise a closing date for applications of February 1, 2013.

Withdrawn

iii. 2013-03 Advance Vote

Resolution # 11/01/13/007

Moved by Councillor Grills and Seconded by Councillor Reid

**BE IT RESOLVED THAT** By-Law Number 2013 -03 being a by-law to provide for the hours and dates for advance voting to be held prior to voting day be read a first time short and passed.

Carried Unanimously

**11. UNFINISHED BUSINESS**

i. Report #11/01/13/1101 – Authorization for CIIF funding

Resolution # 11/01/13/008

Moved by Councillor Reid and Seconded by Councillor Grills

**WHEREAS** the Municipality of the United Townships of Head, Clara & Maria has been successful in obtaining grant funding through the Federal Government's Community Infrastructure Improvement Fund in the amount of \$70,250;

**AND WHEREAS** the project applied for and funded is entitled "Expansion of Community Centre/Library Facility;

**AND WHEREAS** Council deems it viable and necessary to proceed with the expansion project;

**AND WHEREAS** the confirmation letter from The Honourable Gary Goodyear, P.C., M.P. received in the municipal office on December 7, 2012 requests that the signed agreement be accompanied by a resolution of Council;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby authorize staff to proceed with completing the paperwork and enter into the agreement required to obtain funding and hereby duly authorizes the Clerk and a representative of Council to execute and deliver the Agreement to the Federal Government through the Federal Economic Development Agency for Southern Ontario (FedDev Ontario).

Carried Unanimously

ii. Report #11/01/13/1102 – Permission to Procure plans

Resolution # 11/01/13/009

Moved by Councillor Reid and Seconded by Councillor Gibson

**WHEREAS** the Municipality of the United Townships of Head, Clara & Maria has been successful in obtaining grant funding through the Community Infrastructure Improvement Fund and is required to proceed to meet agreed upon deadlines;

**THEREFORE BE IT RESOLVED THAT THE** Council of the United Townships of Head, Clara & Maria does hereby authorize staff to hire a design firm to meet with Council and staff as soon as possible to commence the planning process.

Carried Unanimously

iii. Report #11/01/13/1103 – 2013 Meeting Date Calendar

Resolution # 11/01/13/010

Moved by Councillor Gibson and Seconded by Councillor Reid

**WHEREAS** Council has determined that set dates for meetings were not effective;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby agree to the 2013 meeting date and time schedule as presented at this meeting.

Carried Unanimously

iv. Report #11/01/13/1104 – Resolutions of support – Brudenell, Lyndoch, Raglan, Highway 62

Resolution # 11/01/13/011

Moved by Councillor Reid and Seconded by Councillor Gibson

**WHEREAS** the province has in the past downloaded provincial highways to local municipalities which are in fact major transportation routes;

**AND WHEREAS** local municipalities simply do not have the funds to adequately maintain these highways;

**THEREFORE BE IT RESOLVED THAT THE** Council of the United Townships of Head, Clara & Maria does hereby agree to support the Township of Brudenell, Lyndoch and Raglan and request that the province uploads the maintenance of Highway 62 to the provincial road system in order to adequately protect the viability of this important and major transportation link.

Carried Unanimously

v. Report #11/01/13/1105 – Approve Employee Merit Pay Policy

Resolution # 11/01/13/012

Moved by Councillor Reid and Seconded by Councillor Gibson

**WHEREAS** Council has directed staff to provide a Merit Pay Policy;

**THEREFORE BE IT RESOLVED** that the Council of the United Townships of Head, Clara & Maria does hereby adopt the Merit Pay Policy “P&G177/Admin/merit policy/Jan 2013” and the accompanying Form “F178/Admin/merit form/Jan 2013” as presented at the meeting of December 7, 2012.

Carried

**Recorded Vote**

Reeve Stewart	No
Councillor Gibson	Yes
Councillor Grills	Yes
Councillor Reid	Yes

**12. ADDENDUM (NEW BUSINESS)**

i. Report #11/01/13/1201 – Tax Payment Extension Agreements

Resolution # 11/01/13/013

Moved by Councillor Gibson and Seconded by Councillor Reid

**WHEREAS** the Municipality currently has two residential properties which will be in a tax sale position if other actions are not taken;

**THEREFORE BE IT RESOLVED** that the Council of the United Townships of Head, Clara & Maria does hereby authorize the Clerk and Treasurer to enter into Tax Payment Extension Agreements with two separate individuals in order to facilitate the payment of back taxes avoiding a tax sale.

Carried Unanimously

ii. Report #11/01/13/1202 – Routine Annual Resolutions

Resolution # 11/01/13/014

Moved by Councillor Gibson and Seconded by Councillor Reid

**WHEREAS** with the resignation of Councillor Foote we are with only two Council members with signing authority;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby provide authorization for Councillor Debbi Grills to replace Councillor Dave Foote as alternate to the Reeve for signing purposes including contracts/ agreements and/or banking.

Carried Unanimously

Resolution # 11/01/13/015

Moved by Councillor and Seconded by Councillor Gibson

**WHEREAS** it is in the best interest of the ratepayers of the United Townships of Head, Clara & Maria to be represented at various area committees that affect them and their well-being;

**AND WHEREAS** it is by representation by members of Council on various Joint committees between the Town of Deep River, The Town of Laurentian Hills and the United Townships of Head, Clara & Maria (and other municipalities) that ratepayers' participation is achieved;

**BE IT RESOLVED THAT** the following individuals be appointed to the corresponding committees for the calendar year 2013 or until replaced through a resolution of Council:

- o Family Health Team Committee – Reeve Stewart.
- o Library Board – Dave Foote to continue until a future decision of Council.
- o Joint Laurentian Hills, Deep River and Head, Clara & Maria Auto Extrication Committee – Councillor Grills.
- o Municipal Emergency Management Committee - Melinda Reith, Clerk/CEMC, Noella LeBreton, Alternate CEMC, Gayle Watters, Administrative Assistant, and all members of Council.

Carried Unanimously

iii. Report #11/01/13/1203 – Council Expense

Resolution # 11/01/13/016

Moved by Councillor Gibson and Seconded by Councillor Reid

**WHEREAS** under the Municipal Act, 2001 the Treasurer of each municipality shall in each year on or before March 31 provide to the Council of the municipality an itemized statement of remuneration and expenses paid in the previous year to each member of Council in respect of his or her services as a member of the council;

**BE IT RESOLVED THAT** the Statement of Expenses for Council for the year 2012 totalling \$23,199.40 be accepted as presented.

Carried Unanimously

iv. Report #11/01/13/1204 – Employee Training

Resolution # 11/01/13/017

Moved by Councillor Reid and Seconded by Councillor Gibson

**WHEREAS** having staff fully trained in HR makes good sense;

**AND WHEREAS** AMCTO is offering their Employment Law and HR Certificate Program for Municipalities in Barry's Bay;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does authorize the Clerk to attend this training.

Carried Unanimously

v. Newsletter Corrections

Resolution # 11/01/13/017-A

Moved by Councillor Gibson and Seconded by Councillor Reid

**WHEREAS** Council has decided that it is imperative that opinion presented is separated from fact and has authorized corrections to be circulated in a Newsletter;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby approve the document edited by Councillor Grills to be circulated in the next newsletter.

Carried Unanimously

**13. CLOSED SESSION - none**

**14. BUSINESS ARISING FROM CLOSED SESSION – not applicable**

**15. QUESTIONS AND ANSWERS**

- i. Councillor Reid - Opportunity for alternate delivery of Council packages. Noella to bring home and advise Bob of delivery via phone.
- ii. Councillor Grills – forward the survey about the Accessible Building Code changes to Bob Labre.

**16. CONFIRMATION OF PROCEEDINGS**

Resolution # 11/01/13/018

Moved by Councillor Reid and Seconded by Councillor Gibson

**BE IT RESOLVED THAT** By-Law 2013-04 being a by-law to confirm proceedings of the Council of the United Townships of Head, Clara & Maria at its meeting held on January 11, 2013 be read a first time short and passed.

Carried Unanimously

**17. ADJOURNMENT**

Resolution # 11/01/13/019

Moved by Councillor Gibson and seconded by Councillor Reid

**BE IT RESOLVED THAT** this meeting adjourn at 13:10 h to meet again Friday, January 25<sup>th</sup> 2013 at 14:00 h.

Carried Unanimously

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Reeve - Tammy Lea Stewart

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Clerk – Melinda Reith