

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

## Minutes December 11, 2015

Minutes of a regular meeting of Council held on Friday, December 11, 2015 at 14:00 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; 1 member of the public, 1 arrived late. 1 member of the media.

**Absent/Excused:** Calvin Chartrand

**Late:** n/a

### 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** – Chela Breckon, Project Manager – Local Immigration Partnership, Renfrew & Lanark – notes to presentation follow minutes

### 6. ADOPTION of MINUTES of PREVIOUS MEETINGS (INCLUDING COMMITTEES)

- i. Council Minutes – November 13, 2015

Resolution # 11/12/15/001

Moved by Councillor Foote and seconded by Councillor Grills

**BE IT RESOLVED THAT** the minutes of the regular meeting of Friday, November 13, 2015 be accepted as presented.

Carried Unanimously

- ii. Rural Mayor's Forum Meeting Minutes – December - not yet received
- iii. Library Board Minutes
  1. October 14, 2015 – information
  2. November 18, 2015 - information
- iv. Recreation Committee Minutes - none

### 7. CORRESPONDENCE & PETITIONS

- i. Ministry of Energy – re: new legislation – information
- ii. Blandford-Blenheim – re: stray electrical current – information
- iii. Champlain Township – re: OPP billing model - information
- iv. Neebing – re: Consultation on Police Services Act – information
- v. Ministry of Community Safety and Correctional Services – re: update on Syrian Refugee resettlement – information
- vi. Ministry of Citizenship, Immigration and International Trade – re: volunteer recognition programs – information
- vii. Ontario Federation of Anglers & Hunters – re: Spring Bear Hunt – response on the EBR registry – information
- viii. Citizen's Coalitions Against Privatization – re: Sale of Hydro One – information
- ix. Ontario Ombudsman – re: changes to Jurisdiction – information

- x. County of Renfrew – re: Warden’s letter to Minister of Transportation and importance of Highway 17 – information
- xi. Ernie Hardeman, Critic MMAH – re: Pre-Budget Consultation – information
- xii. L1 – Ministry of Energy – re: Compliance with legislation and annual reporting – listed on goals for Clerk for 2016

**8. STAFF REPORTS**

- i. Report #11/12/15/801 – Clerk’s Report – information

Resolution # 11/12/15/002

Moved by Councillor Grills and seconded by Councillor Foote

**WHEREAS** employee evaluations were completed with two employees being recommended for step increases;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby authorize staff to implement the required changes to payroll to reflect the step increases effective January 1, 2016.

Carried Unanimously

Resolution # 11/12/15/003

Moved by Councillor Foote and seconded by Councillor Grills

**WHEREAS** Mayor Gibson has a scheduling conflict with the first meeting of January;

**AND WHEREAS** Councillor Chartrand is not likely to be available leaving only three members to meet;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby agree to change the date of the first meeting of 2016 to occur on Thursday, January 14, 2016 and provide the proper notice.

Carried Unanimously

- ii. Report #11/12/15/802 – Treasurer’s Report – information
- iii. Report #11/12/15/803 – Mayor’s Report – information
  - 1. OPP costing – sub-committee formed
  - 2. Broadband – service provider in Renfrew County - \$170,000 for an area which overlaps an existing service area – where others of us have no coverage at all – is this through EORN?
  - 3. Mayor Gibson staying on same committees as first year
  - 4. Renfrew – Energy Council to request the installation of valves on each side of watercourses throughout the community – 5 in total

**9. FINANCIAL REPORTS**

- i. Cheque Log

Resolution #11/12/15/004

Moved by Councillor Grills and Seconded by Councillor Foote

**BE IT RESOLVED THAT** Report #11/12/15/901 being the Cheque Log dated December 8, 2015 totalling \$ 37,038.66 be accepted as presented.

Carried Unanimously

- ii. Comparative Income Statement

Resolution #11/12/15/005

Moved by Councillor Foote and Seconded by Councillor Grills

**BE IT RESOLVED THAT** the Comparative Income Statement from January 1, 2015 to December 8, 2015, Report #11/12/15/902 be accepted as presented.

Carried Unanimously

**10. BY-LAWS**

- i. Report #11/12/15/1001 – Operating Budget 2016 By-Law # 2015-22

Resolution #11/12/15/006

Moved by Councillor Grills and Seconded by Councillor Foote

**WHEREAS** the Council of the United Townships of Head, Clara & Maria have reviewed the options available for setting the total operating budget for 2016 and are ever cognizant of concerns of rate increases by members of the public;

**AND WHEREAS** due to lack of attendance at previous budget meetings, no public meeting was held in 2015, instead all documents are provided on the municipal website;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby agree to adopt the budget as presented/amended and to insert the corresponding total of \$1,011,847.97 into the budget by-law so that it may be formally adopted at this meeting.

Carried Unanimously

Resolution #11/12/15/007

Moved by Councillor Foote and Seconded by Councillor Grills

**WHEREAS** Council has debated the budget by-law and made recommendations to employees as reflected in the total inserted in the budget document;

**THEREFORE BE IT RESOLVED THAT** By-Law Number 2015-22 being a by-law to adopt the 2016 Operating Budget be read a first time short and passed.

Carried Unanimously

ii. Report #11/12/15/1002 - Adoption of Emergency Management Plan By-Law # 2015-23

Resolution #11/12/15/008

Moved by Councillor Reid and Seconded by Councillor Foote

**WHEREAS** the Municipal Control Group has met, received the required annual training, reviewed the Emergency Management Plan, suggested some cosmetic revision, and program amendments on Friday, December 4, 2015;

**THEREFORE BE IT RESOLVED THAT** By-Law Number 2015-23 being a by-law to adopt the Emergency Management Plan and Program be read a first time short and passed and authorizes staff to complete required compliance paperwork.

Carried Unanimously

## 11. UNFINISHED BUSINESS

i. Report #11/12/15/1101 – Approval for Ad – Donation Legion Auxiliary

Resolution #11/12/15/009

Moved by Councillor Foote and Seconded by Councillor Reid

**WHEREAS** Mrs. Betty Condie, a long-time resident and dedicated volunteer of our community, has made a request of Council to sponsor an ad in the souvenir booklet to be provided to all attendees of the Ontario Royal Canadian Legion Ladies Auxiliary to be held in Petawawa from September 17 – 20, 2016;

**AND WHEREAS** Council deems it appropriate to support our local volunteers and associations;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby authorize staff to purchase a ¼ page ad at the cost of \$100 from the 2016 municipal donations budget.

Carried Unanimously

ii. Report #11/12/15/1102 – Allocation of Unaudited Surplus

Resolution #11/12/15/010

Moved by Councillor Reid and Seconded by Councillor Foote

**WHEREAS** Council did review the budget presentation and documentation at its meeting of Friday, November 13, 2015 where it directed staff to complete the budget by-law and specific resolutions;

**AND WHEREAS** the unaudited surplus may change once the audit and final year-end adjustments have been incorporated;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head Clara & Maria does hereby authorize staff to include in the budget for 2016 the use of the unaudited surplus for the following specific uses:

- \$6,700 to fund on a one day per week basis a person responsible for Recreation support;
- Up to \$250 be used to purchase a digital camera for office/municipal use;
- remaining surplus in the amount of approximately \$10,000 to be reserved for contingency for work to be completed on the boat launches in 2016.

Carried Unanimously

iii. Report #11/12/15/1103 – eBilling USTI

Resolution #11/12/15/011

Moved by Councillor Foote and Seconded by Councillor Reid

**WHEREAS** purchase of this billing option will allow our ratepayers to view their property tax bill on the HCM website by selecting the Make an ePayment link.

**AND WHEREAS** once registered for the service, eBill recipients will flag the change from Paper Bill to eBill, will be provided a special PIN confirming they are signing up for the right service.

**AND WHEREAS** eBill for Tax Billing costs \$0.12 cents for each bill uploaded per billing period;

**AND WHEREAS** USTI is responsible to upload ALL customers and will charge \$0.06 cents for each bill emailed representing only those who have registered for the service.

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

1. Give authorization to the Treasurer to purchase eBill for property tax billing and take the necessary steps to have it linked to HCM's website.
2. Give authorization to the Treasurer to add inserts for an additional \$0.05 cents per insert when required.

Carried Unanimously

## 12. ADDENDUM (NEW BUSINESS)

i. Report #11/12/15/1201 – Cash Handling Policy Approval

Resolution #11/12/15/012

Moved by Councillor Reid and Seconded by Councillor Foote

**WHEREAS** the municipality has increased its services, departments and staff which include more opportunities for cash handling by staff and volunteers;

**AND WHEREAS** our municipal insurer advises that prudent cash handling policies are one component of effective risk management;

**THEREFORE BE IT RESOLVED THAT** The Council of the United Townships of Head, Clara & Maria does hereby adopt the document entitled "Policy on Cash Handling" as policy to be followed beginning immediately.

Carried Unanimously

ii. Report #11/12/15/1202 – Tax Sale & Credit Union – Acceptance of Payment

Resolution #11/12/15/013

Moved by Councillor Foote and Seconded by Councillor Reid

**WHEREAS** advertisement for a tax sale property has resulted in one bid;

**AND WHEREAS** that one bid is not compliant to the letter of the law but did meet most requirements;

**AND WHEREAS** the unique circumstance of having only one bid leaves staff to suggest that the bid be accepted even though it would not be recommended if we had competing compliant bids;

**AND WHEREAS** staff do not recommend leaving the property vest to the municipality as we have no use for it, will lose regular tax revenues and would eventually have to begin a process of sale absorbing current and past costs;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby authorize staff to accept a cheque from the sole bidder, though it is drawn against a Credit Union contrary to O. Reg. 181-03 acknowledging and stating directly that this acceptance will not necessarily be repeated in any future such sales unless the legislation changes.

Carried Unanimously

13. **CLOSED SESSION** – none

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

15. **QUESTIONS AND ANSWERS**

i. Native Games withdrawal of application, donation not submitted.

3:29 Mayor Gibson declares pecuniary interest in discussing the next topic due to his position on the Board of the DRDH Foundation. Councillor Grills assumed the Chair position.

Resolution #11/12/15/013-A

Moved by Councillor Foote and Seconded by Councillor Reid

**BE IT RESOLVED THAT** Council authorize staff to donate \$100 to NRFS and \$100 to DRHF. This money is the remainder of HCM's donation budget for 2015.

Carried Unanimously

Councillor Grills stepped down and Mayor Gibson assumed responsibilities of Chair.

ii. Councillor Foote - Auto-extrication – concern with misinformation being shared on social media - will we have an overview of the process Council took in Newsletter? Yes it will be included in the January edition.

16. **CONFIRMATION OF PROCEEDINGS**

Resolution # 11/12/15/014

Moved by Councillor Grills and Seconded by Councillor Foote

**BE IT RESOLVED THAT** By-Law 2015 - 24 being a by-law to confirm proceedings of the Council of the United Townships of Head, Clara & Maria at its meeting held on Friday, December 11, 2015 be read a first time short and passed.

Carried Unanimously

17. **ADJOURNMENT**

Resolution # 11/12/15/015

Moved by Councillor Foote and seconded by Councillor Grills

**BE IT RESOLVED THAT** this meeting adjourn at 15:32 h. to meet on Thursday, January 14, 2016 at 14:00 h.

Carried Unanimously

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Mayor – Jim Gibson

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Clerk – Melinda Reith

## Notes to deputation.

Chela Breckon, Local Immigration Partnership project. Powerpoint on-line.

- Funded by Citizenship and Immigration Canada
- Our purpose is to strengthen local communities [www.renfrewcountywelcomesyou.com](http://www.renfrewcountywelcomesyou.com) – on-line resource guide – top things you'd like to know when you move. Events posted.
- Works with hiring from abroad.
- Funded since 2011
- Initiatives – Barry's Bay secondary funding to host Eat. Play. Live. Festival – cultural, international food fest
- International food festival Barry's Bay, Canada Day weekend
- Celebrating diversity.
- Concert – OMAFRA
- Demographic profile of township and how that is an opportunity.
- Problem is that when we will have increased job opportunities, we will also have fewer people looking to fill them.
- Ontario government funds programs to help connect unskilled workers to skilled positions. Even with 100% of those unemployed becoming employed, employing youth and those to 65; we would still be short.
- Invite newcomers – those to Canada as well as a secondary movement from those landing in larger centres to rural Canada. Prepared, educated and ready to work. 2/3 arrive with post-secondary and retrain in Ontario schools.
- Newcomers will buy businesses and operate them. Two situations locally.
- Have a duty to attract, retain and help grow new comers to our communities.
- How? Rural communities plan and act based on existing resources. Tweak what you're doing to make them more attractive to those outside our area.
- Welcoming aspect of community will affect those coming in; resulting in them being retained.
- Why am I here? Funded by government to support us. Offer time, skills, base etc. to help with any planning we would like to take in this area. Agree to meet in the future. Be involved in whatever way we think we can.