

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

**Minutes January 30, 2015**

Minutes of a regular meeting of Council held on Friday, January 30, 2015 at 14:00 h. in the Municipal Hall.

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

**2. ROLL CALL**

The following were present Mayor Gibson Councillors: Calvin Chartrand, Dave Foote, and Debbi Grills.

Staff: Melinda Reith, Clerk; 2 members of the public;

Absent:

Regrets: Councillor Bob Reid, Noella LeBreton, Treasurer

Late: n/a

**3. 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;

**4. DEPUTATIONS/PRESENTATIONS - none**

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

- i. Council Minutes – January 9, 2015

Resolution # 30/01/15/001

Moved by Councillor Grills and seconded by Councillor Foote

**BE IT RESOLVED THAT** the minutes of the regular meeting of Friday, January 9, 2015 be accepted as presented.

Carried Unanimously

- ii. Library Board Minutes – November 26, 2014 – for information

- iii. Recreation Committee Minutes - January 21, 2015

Resolution # 30/01/15/002

Moved by Councillor Foote and seconded by Councillor Grills

**BE IT RESOLVED THAT** the minutes of the meeting of the Recreation Committee of Wednesday, January 21, 2015 and subsequent recommendations be accepted as presented.

1. that the New Year's Eve event should be self-sustaining while keeping the ticket prices low and promoting it as a community event;
2. the \$3924.00 should be used in conjunction with other money allocated to Old Mackey Park improvement funds.

Carried Unanimously

**Note:** Minutes and Agenda should show Recreation Committee instead of Social Committee.

**6. CORRESPONDENCE & PETITIONS – none**

- i. DRDH – re: LifeLabs Partnership – information
- ii. TransCanada Pipelines – re: effects of the Energy East project – information
- iii. CUPW – re: Request for Support to Save Canada Post - information
- iv. Consider support of banking services at Canada Post at an upcoming meeting
- v.
- vi. Trans Canada – re: invitation to participate - information
- vii.
- viii. Ministry of Transportation – re: Four laning of Highway 17 - information
- ix. County of Renfrew – re: CP Rail Line Acquisition - information
- x. AMO – re: Double Hatters - information

- xi. MMAH – Ontario Disaster Relief Assistance Program Discussion Guide
- xii. Risk Management Guide for Elected Officials – re: risk for municipalities - information

## 7. STAFF REPORTS

- i. Report #30/01/15/801 – Clerk's Report

**Action:** Clerk has obtained approval to sell sweaters with municipal logo as part of our municipal promotion and fundraising activities in the municipal office.

- ii. Report #30/01/15/801-A – Clerk's Report on Age Friendly Communities

**Action:** Clerk to provide copies for all attendees at the February 12 Meet and Greet.

- iii. Report #30/01/15/802 – Treasurer's Report

- iv. Report #30/01/15/803 – Mayor's Report – County Council

County yearbook – office copy

County Council – presentation on Ontario Senior Games Association – Gary Churchill – over 1 month – all over county – need communities to host events/venues. Offer of hall as venue/interest to host. Will come to council for decision.

- v. Report #30/01/15/804 – CPAC Meeting – Councillor Foote

**Action:** Mayor Gibson to attend on February 5, 2015 10:00 a.m. Councillor Foote to be back up.

**Action:** Invitation to Inspector Wolfe to attend a Joint Council meeting once dates are set.

- vi. Report #30/01/15/805 – ICSC Meeting – Councillor Grills

- vii. Report #30/01/15/806 – HCM Recreation Committee – Councillor Grills

## 8. FINANCIAL REPORTS

- i. Cheque Log

Resolution #30/01/15/003

Moved by Councillor Grills and Seconded by Councillor Chartrand

**BE IT RESOLVED THAT** Report #30/01/15/901 being the Cheque Log from December 31, 2014 – January 27, 2015 totalling \$54,555.85 be accepted as presented.

Carried Unanimously

- ii. Comparative Income Statement

Resolution #30/01/15/004

Moved by Councillor Chartrand and Seconded by Councillor Grills

**BE IT RESOLVED THAT** the Comparative Income Statement from January 1, 2015 to January 27, 2015, Report #30/01/15/902 be accepted as presented.

Carried Unanimously

## 9. BY-LAWS - none

## 10. UNFINISHED BUSINESS

- i. Report #30/01/15/1101 – Recreation Committee Appointments

Resolution #30/01/15/005

Moved by Councillor Foote and Seconded by Councillor Grills

**WHEREAS** the Recreation Committee Terms of Reference provide for annual appointments to the Recreation Committee;

**AND WHEREAS** the following persons have indicated their interest in serving on this committee;

**AND WHEREAS** Council sees the value in continuing this committee in providing activities for members of our community;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby appoint to the Recreation Committee for the year 2015 for the terms as detailed below with Councillor Debbi Grills and Councillor Calvin Chartrand as Council representatives and Gayle Watters as staff rep.

For a three year term:

- o Paul Sarrazin;
- o Gayle Watters;
- o Linda Chartrand;

For a two year term:

- o Marlene Gibson;
- o Betty Condie;
- o John Reith;

For a one year term:

- o David Balla-Boudreau;
- o Jim Watters;
- o Carl Lentz

Although not holding a voting position, the Clerk and other staff members will provide assistance and direction as required.

Carried Unanimously

ii. Report #30/01/15/1102 – Extend Term of Cheque Signing Authority

Resolution #30/01/15/006

Moved by Councillor Grills and Seconded by Councillor Foote

**WHEREAS** Scotiabank requires a certified copy of Council's resolutions appointing cheque signing authority as well as borrowing limits;

**AND WHEREAS** the borrowing resolution was passed with a term equivalent to the term of Council until 2018;

**AND WHEREAS** the cheque signing resolution was passed for only the Calendar year 2015;

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby agree to amend resolution #05/12/14/014 by extending the term for cheque signing authority from the Calendar Year 2015 until the end of the Term of Council in 2018 or until changed by a resolution of Council.

Carried Unanimously

iii. Report #30/01/15/1103 – General Authorizing By-law Report 2014 - information

iv. Report #30/01/15/1104 – Recreation Committee Recommendations

Resolution #30/01/15/007

Moved by Councillor Foote and Seconded by Councillor Grills

**WHEREAS** Council debated the remaining 2014 surplus at its last meeting and wished to receive recommendations from the Recreation Committee concerning use of these funds for a patio, deck or improved steps on the Community Centre;

**AND WHEREAS** the Recreation Committee discussed this issue along with whether the funds might be better used at Old Mackey Park;

**AND WHEREAS** since the Recreation Committee met another need has been identified in a freezer to accommodate food stuffs for Community Breakfasts, Winter Cafes as well as food and ice for licensed events;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby agree to authorize up to \$1,000 to be spent on an upright freezer for the community centre with the remaining \$2,924 to be allocated to Old Mackey Park improvements.

Carried Unanimously

## 11. ADDENDUM (NEW BUSINESS)

i. Report #30/01/15/1201 – Review of Reserve Funds and AMP Annual Totals

Resolution # 30/01/15/008

Moved by Councillor Chartrand Seconded by Councillor Grills

**WHEREAS** the provincial government has legislated Asset Management plans at the municipal level with the intent to force municipalities to save for future capital and infrastructure replacement;

**AND WHEREAS** the Asset Management Plan for the municipality is a living document which may be used to some extent, to plan for the financial future of the municipality;

**AND WHEREAS** HCM has a solid reserve program with substantial balances for needs recognized to date;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby direct staff to implement the suggested amendments to the Reserve fund Categories, Balances and Target Dates as discussed at this meeting today to adequately provide for the financial future of the municipality.

Carried Unanimously

Recess: 16:03 – 16:15h.

Call meeting to order – 16:15.

ii. Report #30/01/15/1202 – Review of Municipal Procedure By-law  
Resolution # 30/01/15/009

Moved by Councillor Chartrand Seconded by Councillor Grills

**WHEREAS** Council and staff have reviewed and provided recommendations for amendment to the Procedure By-law;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby direct staff to implement the suggested amendments to be incorporated into a document to be provided at a subsequent meeting for Council final approval.

Carried Unanimously

**Action:** Clerk to make changes to the Procedure By-law as discussed and email to Council prior to next meeting for their review.

iii. Report #30/01/15/1203 – Review of Council Code of Conduct  
Resolution # 30/01/15/010

Moved by Councillor Foote Seconded by Councillor Grills

**BE IT RESOLVED THAT** the Code of Conduct review be deferred to the next meeting.

Carried Unanimously

**WHEREAS** Council has considered recommendations of staff;

**AND WHEREAS** Council has reviewed the Council Code of Conduct and provided input on the final version;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby direct staff to implement discussed recommendations in a new document to be provided for approval at a subsequent meeting of Council.

Deferred

**Action:** The Clerk to add this item to the next meeting agenda.

iv. Report #30/01/15/1204 – Introduction of 2013 Municipal Strategic Plan  
Resolution # 30/01/15/011

Moved by Councillor Chartrand Seconded by Councillor Grills

**WHEREAS** a 2013 Strategic Plan was created which requires review and modification;

**AND WHEREAS** Council has provided direction to staff;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby agree to arrange a strategic planning session.

Carried Unanimously

**Action:** Clerk to schedule Strategic Plan and Municipal Report Card as an open public meeting and to specifically invite members of the Recreation Committee.

v. Report #30/01/15/1205 – IT Service Providers

Resolution # 30/01/15/012

Moved by Councillor Grills Seconded by Councillor Chartrand

**WHEREAS** considerable time is spent by staff weekly troubleshooting various IT problems and annually researching, purchasing and installing security options, software and hardware based solely on personal experience and not training;

**AND WHEREAS** options exist for purchasing IT services on an annual basis with a company which is familiar with programs and equipment used by Ontario municipalities including HCM;

**AND WHEREAS** it is recommended that a one year trial period is purchased to determine if the service is valuable for HCM due to its size;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby authorize staff to utilize funds from the IT reserve to contract for IT services for a one year trial period for 2015.

Carried Unanimously

vi. Report #30/01/15/1206 – Council Remuneration 2014

Resolution # 30/01/15/013

Moved by Councillor Foote Seconded by Councillor Chartrand

**BE IT RESOLVED THAT** the Statement of Expenses for Council for the year 2014 totalling \$21,420.93 be accepted as presented.

Carried Unanimously

vii. Report #30/01/15/1207 – Public Sector Salary Disclosure 2014 - information

viii. Report #30/01/15/1208 – North Renfrew Emergency Rescue Unit Invoice

Resolution # 30/01/15/014

Moved by Councillor Chartrand Seconded by Councillor Foote

**WHEREAS** staff have received an invoice for \$800 for rescue vehicle partnership annual fees;

**AND WHEREAS** without an agreement or budget line item staff have no authority to make this payment without express Council approval;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby authorize staff to remove \$800 from the Emergency Vehicle Reserve to pay this invoice;

Deferred

Moved by Councillor Chartrand Seconded by Councillor Foote

**BE IT RESOLVED THAT** the decision to pay \$800 for the EVR service be deferred until the next Council meeting.

Carried Unanimously

**Action:** Clerk to email Chief Tennant Council's decision to defer, directed Mayor Gibson to consult with Mayor Lougheed.

ix. Report #30/01/15/1209 – Request from Library Board for Borrowing through the Municipality

Resolution # 30/01/15/015

Moved by Councillor Chartrand Seconded by Councillor Foote

**WHEREAS** staff have researched lending/borrowing opportunities for the Library Board which on its own would be onerous and tie up invested reserve funds as collateral;

**AND WHEREAS** obtaining a fourth card under the municipal banking structure would be simpler and easier to manage;

**AND WHEREAS** the Head, Clara & Maria Library Board has passed a resolution requesting council's permission to proceed in this manner;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby agree to direct staff to obtain a credit card for Library Board purposes in the name of the Librarian, Candice Hersak with a maximum borrowing limit of \$5,000 and for the term of Council until 2018 or until modified by a resolution of Council.

Carried Unanimously

**12. CLOSED SESSION** – none

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

**14. QUESTIONS AND ANSWERS**

**15. CONFIRMATION OF PROCEEDINGS**

Resolution # 30/01/15/016

Moved by Councillor Foote and Seconded by Councillor Chartrand

**BE IT RESOLVED THAT** By-Law 2015-06 being a by-law to confirm proceedings of the Council of the United Townships of Head, Clara & Maria at its meeting held on January 30, 2015 be read a first time short and passed.

Carried Unanimously

**16. ADJOURNMENT**

Resolution # 30/01/15/017

Moved by Councillor Foote and seconded by Councillor Chartrand

**BE IT RESOLVED THAT** this meeting adjourn at 17:50 h. to meet on Friday, February 13, 2015 at 14:00 h.

Carried Unanimously

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Mayor – Jim Gibson

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Clerk – Melinda Reith