

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

Minutes May 8, 2015

Minutes of a regular meeting of Council held on Friday, May 8, 2015 at 2:08 h. in the Municipal Hall.

1. CALL TO ORDER & MOMENT of REFLECTION

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; Bob Labre, CBO and CFSO; 2 members of the public.

Absent:

Regrets: Councillor Calvin Chartrand, excused by Council.

Late: n/a

Guest: Peter Harrington, Auditor;

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; - None

4. DEPUTATIONS/PRESENTATIONS – Peter Harrington, Municipal Auditor

- i. Audit Letter
- ii. Draft Consolidated Financial Statement
- iii. Draft Library Consolidated Financial Statement
- iv. Independence Letter
- v. Engagement Letter
- vi. Management Report Consolidated Financial Statements
- vii. Management Report Library Consolidated Financial Statements
- viii. Rep Letter

Peter Harrington left at approximately 14:20 h.

Resolution #08/05/15/001

Moved by Councillor Foote and Seconded by Councillor Grills

WHEREAS Council has received and reviewed the audited financial statements for the 2014 financial year and has had the opportunity to ask clarifying questions of the Municipal Auditor;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby accept these documents as an accurate reporting of 2014 municipal finances.

Carried Unanimously

Request of Council to amend Agenda to move Mr. Labre's verbal report from #8 to now. Approved Unanimously

Report #08/05/15/804 – Bob Labre, CBO and CFSO – Verbal – Update on Building and Community Fire Safety

- New home, detached garage, steel sheds, camp additions. Possibility of mobile home. – good growth for our size.
- New code amendments added to Newsletters.
- CFSO – CO inspections upon request, good number of inspections, discuss fire safety and building during visits. by June there will be a fine for not installing. Education is best.
- Fire sprinklers – recommended to new builds and extensions.
- June 6 – Bob will man booth during June Jazaar.

Bob Labre left at 14:36 h.

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

- i. Council Minutes – April 10, 2015

Resolution # 08/05/15/002

Moved by Councillor Grills and seconded by Councillor Foote

BE IT RESOLVED THAT the minutes of the regular meeting of Friday, April 10, 2015 be accepted as presented.

Carried Unanimously

Councillor Grills: Senior award not applicable to our municipality.

- ii. Council Minutes – Special Meeting – North Renfrew Emergency Response Unit – April 20, 2015

Resolution # 08/05/15/003

Moved by Councillor Foote and seconded by Councillor Grills

BE IT RESOLVED THAT the minutes of the special meeting of Monday, April 20, 2015 be accepted as presented.

Carried Unanimously

- iii. Library Board Minutes – March 11, 2015 – information

- iv. Recreation Committee Minutes – April 15, 2015 – information

1. St. Patrick's Day Report – Not dated - information
2. St. Patrick's Day Sub-committee minutes – April 13, 2015 - information
3. Canada Day Sub-committee minutes – April 8, 2015 - information
4. Fifties/Sixties Dance Sub-committee minutes – April 16, 2015 - information

6. PETITIONS – none

7. CORRESPONDENCE & PETITIONS – none

- i. Waste Diversion Ontario - re: Stewards and arbitration – information
- ii. Ontario Forest Industries Association – re: Socio-Economic Impacts of Forest Management Plans

Resolution # 08/05/15/003-A

Moved by Councillor Grills and seconded by Councillor Foote

WHEREAS the forest products sector is Ontario's second largest industrial sector that has been growing a stronger greener Ontario for generations;

AND WHEREAS Ontario's renewable natural resource supports 200,000 direct and indirect jobs in over 260 communities;

AND WHEREAS all forest product companies operating in Ontario are governed by a world-class forest management regime, the Crown Forest Sustainability Act (CFSA) with its obligatory environmental standards and under this stringent regime, all forest products made in Ontario are sustainable;

AND WHEREAS the objective of sustainable forest management is to maintain or to improve the long-term health of forest ecosystems, so that the generations of today and tomorrow can enjoy the environmental, economic and social benefits of such ecosystems;

AND WHEREAS in Ontario less than 0.5% of the forest in the Boreal region is sustainably harvested annually and 44.2% of the forest in the Boreal is unavailable for harvest;

AND WHEREAS organized activist campaigns targeted at forest products sourced from Canada's Boreal forest are negatively impacting local economies and threatening the future livelihoods of hardworking Ontario citizens,

AND WHEREAS the Municipality of the United Townships of Head, Clara & Maria supports Quebec's Boreal Forest Alliance's objective to inform Environmental groups and other like organizations of the negative effects of their actions and activist campaigns;

AND WHEREAS Head, Clara & Maria and seven communities in Renfrew County have substantial employment related to the forest industry and wood processing facilities that receive a significant portion of wood volume from Algonquin Park. Many of these businesses are multi-generational, with the longest running in its 7th generation, and are heavily invested in the sustainability of forestry in Algonquin Park;

AND WHEREAS over 2,700 jobs are directly associated with wood harvested from Algonquin Park and an additional 8,000 jobs are indirectly associated with the support of these activities;

AND WHEREAS approximately 40% of wood volume harvested from Algonquin Park is delivered to Renfrew County wood processing facilities;

THEREFORE BE IT RESOLVED that Environmental groups and other like organizations be made aware and held accountable for the impacts of their campaigns that cost Ontario forest companies their customers, their reputations and their viability as well as the damaging consequences to forest company workers and their families;

BE IT FURTHER RESOLVED that Environmental groups and other like organizations cease and desist all campaigns targeting consumers of renewable forest products sustainably harvested from Ontario's Boreal Forest region.

AND FURTHER THAT a copy of this resolution be sent to: Kathleen Wynne, Premier of Ontario; Minister Mauro, Ministry of Natural Resources and Forestry; Ontario Forest Industries Association; MPP John Yakabuski and MP Cheryl Gallant copying in the County of Renfrew and other Renfrew county municipalities for support.

Carried Unanimously

- iii. Heritage Canada – re: Canada 150 Fund – Recreation Committee may be interested in outdoor photos along the river
- iv. Ontario Parks – re: Notice of Evaluation – Renewal of Cottage Leases – information
- v. AMO – re: release of Police Modernization Report – information
- vi. OFMEM – re: Vulnerable occupancies – information
- vii. AMO – re: Provincial report on Social Assistance Management System – information
- viii. Sylvia Jones, MPP – re: Bill 36 *Respecting Private Property Act*- information
- ix. Lisa Thompson, MPP – re: Bill 66: *Great Lakes Protection Act, 2015* - information
- x. Hick's Morley – re: Employer and Service Provider Code Obligations – information
- xi. Madawaska Valley – re: Rising Costs of Hydro - information
- xii. Ernie Hardeman – re: Bill 74: *Housing Service Accountability Act* - information
- xiii. OPP – re: Citizen Self Reporting

Action: Advertise self-reporting option in Newsletter; will also post on-line.

- xiv. AMO – re: Premier's Advisory Council on Government Assets Report – information
- xv. Township of Carling – re: hydro rates – information
- xvi. OPP Superintendent – re: Citizen Self Reporting – information
- xvii. MFOA – re: Provincial Budget 2015 – information
- xviii. MFOA – re: Federal Budget 2015 – information
- xix. County of Renfrew – re: *Development Charges Act* – information
- xx. Sylvia Jones, MPP – re: Bill 36 *Respecting Private Property Act* - duplicate
- xxi. MMAH – re: follow up Place to Grow Ottawa - information
- xxii. L1 – MCIT – Ontario Medal for Good Citizenship

Action: Councillor Grills to follow up.

- xxiii. L2 – The Monarchist League of Canada – re: September 9th ceremony to honour Queen Elizabeth II – information

8. STAFF REPORTS

- i. Report #08/05/15/801 – Clerk’s Report – information
Japanese Knotweed – awareness – share information
- ii. Report #08/05/15/801 - A – Clerk’s Report to Recreation Committee, April 15, 2015 - information
- iii. Report #08/05/15/801 – B – Clerk’s Report on Survival Guide to Organizational Change - information
- iv. Report #08/05/15/802 – Treasurer’s Report - information
- v. Report #08/05/15/803 – Mayor’s Report - information
- vi. Report #08/05/15/804 – Councillor Foote – Stress Management Workshop – information

9. FINANCIAL REPORTS

- i. Cheque Log
Resolution #08/05/15/004
Moved by Councillor Foote and Seconded by Councillor Grills
BE IT RESOLVED THAT Report #08/05/15/901 being the Cheque Log dated May 5, 2015 totalling \$ **45,108.95** be accepted as presented.
Carried Unanimously

- ii. Comparative Income Statement
Resolution #08/05/15/005
Moved by Councillor Grills and Seconded by Councillor Foote
BE IT RESOLVED THAT the Comparative Income Statement from January 1, 2015 to May 5, 2015, Report #27/03/15/902 be accepted as presented.
Carried Unanimously

10. BY-LAWS

- i. Report #08/05/15/1001 – Review of Municipal Fire Policy
Resolution #08/05/15/006
Moved by Councillor Foote and Seconded by Councillor Grills
WHEREAS Council amended the municipal fire policy and procedure in 2013 including exemptions for inspection and designated private property;

AND WHEREAS an annual review of policy is recommended;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby review the current process and recommend updates as follows: timely public information immediately prior to fire season.
Carried Unanimously

The Clerk explained that administratively we are delivering permits via fax and/or email to accommodate people. It’s not about the \$2 charge its about ensuring that the information is being delivered.

Action: Advertise administrative changes in May Newsletter. Create a specific Fire Newsletter in Spring of 2016.

- ii. Report #08/05/15/1002 – By-law 2015-13 One Investment Program By-Law
Resolution #08/05/15/007
Moved by Councillor Reid and Seconded by Councillor Foote
WHEREAS By-Law 2015-13 is a by-law authorizing HCM staff to enter into the Agency Agreement, as defined herein, between CHUMS Financing Corporation and Local Authority Services Limited, as Agent, and Eligible Investors with respect to “The One

Investment Program” and to authorize the Treasurer to execute the necessary documents from time to time for that Purpose;

THEREFORE BE IT RESOLVED THAT By-Law 2015-13 be read a 1st and 2nd time this 8th day of May, 2015.

Carried Unanimously

11. UNFINISHED BUSINESS

- i. Report #08/05/15/1101 – Confirmation of conference attendance – Zone 6
AMCTO – Training

Resolution #08/05/15/008

Moved by Councillor Foote and Seconded by Councillor Grills

WHEREAS municipal policy allows for informal permission for training, education and conference attendance outside of a Council meeting when time is of the essence;

AND WHEREAS a situation occurred subsequent to the April meeting which required approval on a survey basis with a favourable response received;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby formally approve mileage and workshop costs for the AMCTO Change Management workshop held in Perth in April.

Carried Unanimously

- ii. Report #08/05/15/1102 – Results of Strategic Planning survey

Resolution #08/05/15/009

Moved by Councillor Reid and Seconded by Councillor Foote

WHEREAS a municipal strategic priority session was held on March 28, 2015 with identified issues circulated within the community for input;

AND WHEREAS the following indicate a representation of results;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby adopt the following list as council priorities for 2015 and beyond to provide direction for staff and Council in making decisions.

Issue	Numerical Ranking
Review of Recycling Program – all aspects including whether or not to continue with it.	1
Continue to Lobby the Province and Federal Governments for Improved (High Speed) Internet at reasonable costs	2
Investigate (legislated) Improved Archival Storage for municipal documents (importance of preserving history?)	3
Review of Future Staffing Needs and Opportunities (succession planning, replacing staff upon retirement)	4
Review of Boat Launch Infrastructure – docks, ramps, washrooms, lighting	5
Investigate the implementation of Municipal Composting to increase diversion from disposal sites	6
Develop List of Drivers/Persons in need of Transportation for Health or other reasons	7
Investigate alternatives to prevent erosion at Old Mackey Park	8
Clearing of Rocks from Stonecliffe Boat Launch Approach	9
Development of an Economic Development Strategy to increase business opportunities in HCM	10

Carried Unanimously

- iii. Report #08/05/15/1103 – EORN and the 1%

Resolution #08/05/15/010

Moved by Councillor Foote and Seconded by Councillor Reid

WHEREAS staff and council heard at the Strategic Planning meeting that affordable and reliable high speed internet service is of utmost importance to our residents;

AND WHEREAS the Eastern Ontario Regional Network (EORN) was tasked with providing high speed service for member eastern Ontario communities;

AND WHEREAS EORN has completed its project of building a rural broadband network while Head, Clara & Maria, one of the member Eastern Ontario municipalities, remains without reliable or affordable high speed connectivity;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby implore EORN to continue to research and/or negotiate options for reliable affordable service within our community.

Carried Unanimously

Mayor Gibson's newspaper article – Federal Budget to plan to reduce satellite service fees in rural areas beginning in 2016.

Action: Incorporate info from article in letter to EORN. What are you doing to ensure that this is going to happen in our area?

- iv. Report #08/05/15/1104 – Emergency Management forms from 2014 compliance and new Emergency Management training

Resolution #08/05/15/011

Moved by Councillor Reid and Seconded by Councillor Foote

WHEREAS staff have ensured that the annual municipal requirements under the *Ontario Emergency Management and Civil Protection Act* have been met by holding training for the Community Control Group, volunteers and staff members as well as completing a review of the plan and a call out and set up exercise;

AND WHEREAS annual compliance is mandatory;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby approve the 2014 activities, the 2015 Compliance Schedule which forms our program for 2015 and By-Law # 2012-26 dated November 2, 2012 adopting the Emergency Plan dated October 2012 as current as upon review no additional amendments were required;

Carried Unanimously

Action: Mayor Gibson to sign off of reporting.

12. ADDENDUM (NEW BUSINESS)

- i. Report #08/05/15/1201 - One Investment program

Resolution #08/05/15/012

Moved by Councillor Grills and Seconded by Councillor Reid

WHEREAS staff and Council have determined that surplus funds as a result of municipal reserves are available for investment purposes in vehicles with higher rates of return than the municipal bank accounts;

AND WHEREAS the Association of Municipalities of Ontario through the Local Authority Service provides investments through the One Investment Program which is a qualified program under provincial legislation for investment of municipal surplus funds;

AND WHEREAS staff have drafted a policy which outlines Council authorities and staff obligations concerning the prudent investment of surplus funds;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby adopt policy P902/TREASURY/Policy on Investment of Surplus Cash/2015-May;

AND FURTHER THAT The One Investment Program be added to the municipality's investment policy as an allowable investment option, as the securities held in the One Portfolios consist exclusively of highly rated, diversified investment instruments that are

guaranteed to be eligible investments as defined in O. Reg. 438/97 under the Municipal Act.

Carried Unanimously

ii. Report #08/05/15/1202 – Approval for Waste from Brent Campsite
Resolution #08/05/15/013

Moved by Councillor Reid and Seconded by Councillor Foote

WHEREAS the Brent Campground is being managed by the MNR similarly to Driftwood and have requested access to municipal Disposal Sites;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby agree to accept material at the Municipal Disposal Sites based on the fees established in the municipal Waste Management By-law as in 2014.

Carried Unanimously

iii. Report #08/05/15/1203 – Amend Procedure By-Law to Review Mission and Vision Statements

Resolution #08/05/15/014

Moved by Councillor Foote and Seconded by Councillor Reid

WHEREAS the Municipal Notice By-Law requires notice of intent to adopt a Procedure By-Law by posting on the municipal website 14 days prior to the new by-law being adopted;

AND WHEREAS posting the minutes of April 10, 2015 meet the requirements of the notice provision;

AND WHEREAS the amendment suggested is quite neutral in nature;

THEREFORE BE IT RESOLVED THAT by-law 2008-10 be amended by adding to section 8.1 Agenda, between the bullets which read “Roll Call” and “Disclosure of Pecuniary Interest and General Nature thereof” an additional bullet reading “Recital of the Municipal Mission and Vision Statements” to provide for the reading of these statements at the beginning of each meeting;

Carried Unanimously

Action/NOTICE: Mayor Gibson to provide suggestions of changing the “moment of reflection” to a statement for next meeting. The phrasing read/provided at the meeting and subsequently amended slightly is as follows: *“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.”* The suggestion was to change the Agenda item from “Call to Order and Moment of Reflection” to “Call to Order and Moment of Silent Reflection”. This is to be debated at the June meeting.

iv. Report #08/05/15/1204 – Funds from Roads Grant Deferred Revenue for Jobidon Road and Asphalt Mclsaac Drive and Trapper’s Road

Resolution #08/05/15/015

Moved by Councillor Reid and Seconded by Councillor Grills

WHEREAS funds exist in deferred revenues from a roads grant where the funds may only be used for specific purposes;

AND WHEREAS during employee meetings staff have identified a qualified use;

THEREFORE BE IT RESOLVED THAT the funds totalling \$18,312.50 be removed from the deferred revenue account to be utilized to fund asphalt crushing and spreading along Mclsaac Drive and Trapper’s Roads in Bissett Creek reducing the need for annual grading and calcium realizing savings well into the future;

AND FURTHER THAT should excess funds be available that they be allocated to the emergency ditching work completed on Jobidon Road.

Carried Unanimously

v. Report #08/05/15/1205 – Waste Recycling Resolution
Resolution #08/05/15/016

Moved by Councillor Grills and Seconded by Councillor Reid

WHEREAS municipalities have no control over the form of municipal solid waste that is generated from packing and products that enter their jurisdiction;

AND WHEREAS municipal taxpayers bear more than 50% of the cost of waste disposal and recycling of packaging and printed paper in the waste stream, which products are increasingly complex, multi-material and expensive to recycle, reclaim or dispose of;

AND WHEREAS the Minister of the Environment and Climate Change has committed to replacing the current waste diversion legislation, but has not yet introduced replacement legislation to the legislature;

AND WHEREAS producer responsibility provides that producers be responsible for 100% of the costs of certain designated wastes for full cost of end-of-life management for such products and packaging;

AND WHEREAS municipalities should not have to bear the cost of managing the disposal of these materials;

AND WHEREAS waste is a valuable resource;

AND WHEREAS increased recycling and reclamation could add 13,000 good, high-quality jobs in Ontario and contribute more than \$1.5 billion every year to Ontario's economy;

THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the United Townships of Head, Clara & Maria hereby calls on the Ontario Government to introduce legislation to replace the *Waste Diversion Act* with a system based on full Producer Responsibility, ensuring that producers are responsible for 100% of the end-of-life costs of designated waste, and that producers need to work with the municipal sector on those Producer Responsibility programs that affect the municipal integrated waste management system so that municipalities are fairly compensated for services provided to manage designated waste that enters the municipal system."

Carried Unanimously

vi. Report #08/05/15/1206 – Office Efficiencies and Staffing
Resolution #08/05/15/017

Moved by Councillor Grills and Seconded by Councillor Reid

WHEREAS over the past few years administrative staff have implemented and tried many different tools and techniques to improve efficiencies without significant improvements due to increased workloads or workload "creep";

AND WHEREAS continuing in this manner will result in employee burn out, inefficiencies and error;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby agree to hire a second 21 hour a week part time position to complete receptionist and secretarial duties at the Municipal Office commencing as soon as possible.

Carried Unanimously

vii. Report #08/05/15/1207 – Allocation of Audited Surplus
Resolution #08/05/15/018

Moved by Councillor Reid and Seconded by Councillor Grills

WHEREAS although staff attempted to forecast year end expenses so that the annual surplus was within \$25,000 the existing surplus is calculated at \$177,553.56;

AND WHEREAS Council has passed a budget for 2015 which was subsequently amended to include recommendations from the Recreation Committee previously allocating a portion of the unaudited surplus;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby allocate the remainder of the 2014 audited surplus of \$79,786.47 as follows:

1. \$7,900 to IT (Office Internet Technology)
2. \$10,600 to Emergency Management (generator)
3. \$8,248 to Succession Planning
4. \$5,000 to Disposal Site Vehicle
5. \$5,000 to Roads Vehicle
6. \$2,000 to Gravel Crushing
7. \$5,000 to Facility Management (Hall/Office upgrades)
8. \$10,000 to Garage Replacement
9. \$4,000 to Garage Repair
10. \$4,000 to Hall-Office Repair/Maintenance
11. \$4,000 to Hall-Office Replacement
12. \$14,000 to Staffing new position for 2015
13. Or \$ _____ other/ _____

Carried Unanimously

viii. Report #08/05/15/1208 – Website Review
Resolution #08/05/15/019

Moved by Councillor Grills and Seconded by Councillor Reid

WHEREAS Council has reviewed the municipal website, discussed its content at the meeting of May 8, 2015 and requests that improvements be made;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby direct staff to contact our service provider with suggestions to implement the following:

Tabled.

The decision to defer this item to a subsequent meeting was Carried Unanimously.

ix. Report #08/05/15/1209 – Appoint members to Recreation Committee
Resolution #08/05/15/020

Moved by Councillor Grills and Seconded by Councillor Reid

WHEREAS the Recreation Committee Terms of Reference provide for annual appointments to the Recreation Committee as well as replacements for those who have resigned;

AND WHEREAS David Balla-Boudreau and Carl Lentz have resigned from the committee and the following persons have indicated their interest in serving;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby appoint Roseanne Boudreau and Noella LeBreton to the Recreation Committee for the year 2015.

Carried Unanimously

x. Report #08/05/15/2010 – Canadian Radio-communications Information and Notification Service
Resolution #08/05/15/021

Moved by Councillor Reid and Seconded by Councillor Grills

WHEREAS Council has reviewed the Power Point document as presented to the County of Renfrew and has determined that becoming a member of CRINS is in the best interests of the municipality;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby direct staff to take the steps necessary for membership bringing a more complete report back for final approval at a later date.

Carried Unanimously

13. CLOSED SESSION – none

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

15. **QUESTIONS AND ANSWERS**

16. **CONFIRMATION OF PROCEEDINGS**

Resolution # 08/05/15/022

Moved by Councillor Grills and Seconded by Councillor Reid

BE IT RESOLVED THAT By-Law 2015-12 being a by-law to confirm proceedings of the Council of the United Townships of Head, Clara & Maria at its meeting held on May 8, 2015 be read a first time short and passed.

Carried Unanimously

17. **ADJOURNMENT**

Resolution # 08/05/15/023

Moved by Councillor Reid and seconded by Councillor Grills

BE IT RESOLVED THAT this meeting adjourn at 16:40h. to meet on Friday, June 12, 2015 at 14:00 h.

Carried Unanimously

Mayor – Jim Gibson

Clerk – Melinda Reith