



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

### **Minutes October 14, 2016**

Minutes of a regular meeting of Council held on Friday, October 14, 2016 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, Crystal Fischer, Admin Assistant.

**Absent/Regrets:** Councillor Calvin Chartrand, Noella LeBreton Treasurer

#### **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** - none

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

- i. Council Minutes – September 8, 2016

Resolution # 14/10/16/001

Moved by Councillor Grills and seconded by Councillor Reid

**BE IT RESOLVED THAT** the minutes of the regular meeting of Thursday, September 8, 2016 be accepted as presented.

Carried Unanimously

- ii. Rural Mayor's Forum Eastern Ontario Meeting Minutes
  1. September 9, 2016 - information

- iii. Library Board Minutes
  1. June 7, 2106 - information
  2. September 14, 2016 – information

- iv. Recreation Committee Minutes
  1. September 21, 2016 - information

#### **7. CORRESPONDENCE & PETITIONS**

- i. Ministry of Energy – re: Suspend Large Renewable Energy Procurement – information
- ii. AMO – re: Senior Policy Paper – information
- iii. AMO – re: September Board Meeting – information
- iv. AMO – re: Arbitrated Settlement with OPPA – information
- v. County of Renfrew - re: 20116 Tax Rate Summary – information
- vi. AMO – re: What's Net Ontario – information
- vii. OGRA – re: end of combine OGRA/ROMA Combined Conference - information
- viii. Haliburton Solar + Wind – re: provinces plan – information
- ix. Deep River Science Academy – re: donation request – information

- x. CPAC – re: Leave Your Phone Alone – information
- xi. AMCTO – re: Board of Directors Minutes – information
- xii. Makawaska Valley – re: Parole System Changes

**Action:** Clerk to prepare resolution for next meeting

- xiii. AMO – re: Work to Close the Fiscal Gap

**Action:** Clerk to prepare a resolution for next meeting

- xiv. City of Belleville – re: Supporting Agricultural Experts in their Fields

**Action:** Clerk to prepare a resolution for next meeting

- xv. Cunningham Swan – re: Legal Matters – information to share

## 8. STAFF REPORTS

- i. Report #14/10/16/801 – Clerk's Report – information

**Action:** The clerk to provide a review of Council code of conduct making recommendations about sanctions which may be taken by council against a council member if an integrity commissioner has made a judgement against them.

Resolution #14/10/16/002

Moved by Councillor Reid and Seconded by Councillor Grills

**WHEREAS** there are discrepancies with police billing in two respects – the method of determining and the number of properties listed based on MPAC data and the way that calls are recorded when the OPP is responding;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby authorize staff to request an audit of our billing listings and take the necessary steps to remedy the current situation to ensure that our billings more accurately reflect policing provided to us.

Carried Unanimously

Resolution #14/10/16/003

Moved by Councillor Grills and Seconded by Councillor Reid

**WHEREAS** merit increases may be awarded to employees based on performance as a lump sum or base pay rate as per municipal policy;

**AND WHEREAS** the Clerk is recommending that although not yet employed for 12 months of the current year but based on increased responsibilities and exemplary performance that our most recent hire be awarded a step increase;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby approve awarding Crystal Fischer a step increase retro-active to June 1, 2016 which marks one year of service to the municipality.

Carried Unanimously

Resolution #14/10/16/004

Moved by Councillor Reid and Seconded by Councillor Grills

**WHEREAS** the Ministry of Energy is travelling the province completing in-person consultations on the future of the long term energy plan one session to be held in Pembroke which Mayor Gibson has shown interest in participating in;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby authorize Mayor Gibson to attend this session.

Carried Unanimously

- ii. Report #14/10/16/802 – Treasurer's Report – none
- iii. Report #14/10/16/803 – Mayor's Report – information
  - RMFEO – Ombudsman's Office report
    - Municipality register a complaint against a Ministry – handful
  - Development and Property – Naming of County section of Ottawa Valley Recreation Trail as Algonquin Trail – deferred until after public meetings;

- Deep River and District Hospital Foundation – DRCF doesn't get many requests for funding – request for funding for the office expansion; Why do you give? How do you give?

iv. Report #14/10/16/804 – Admin Assistant - information

## 9. FINANCIAL REPORTS

- Cheque Log - none
- Comparative Income Statement - none

10. **BY-LAWS** - none

## 11. UNFINISHED BUSINESS

- Report #14/10/16/1101 – Support – County of Renfrew - Revitalization of Picton Terminals

Resolution #14/10/16/005

Moved by Councillor Grills and Seconded by Councillor Reid

**WHEREAS** the County of Renfrew has circulated a resolution requesting support for its position in promoting the revitalization of the Picton Terminals as a means to potentially create jobs and boost the regional economy of eastern Ontario;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara and Maria does hereby support and endorse the resolution of the County of Renfrew;

**AND FURTHER** requests that the provincial and federal governments support this initiative in any way possible including but not limited to funding the necessary equipment;

**AND FURTHER THAT** a copy of this resolution be forwarded to the appropriate provincial and federal ministries for consideration and action.

Carried Unanimously

- Report #14/10/16/1102 – Support – Perth County Council – 5 Year Climate Change Action Plan

Resolution #14/10/16/006

Moved by Councillor Reid and Seconded by Councillor Grills

**WHEREAS** Perth County Council has circulated a resolution for support and endorsement concerning its request to the province to commit to consultations with rural Ontario in the design and implementation of the government's Climate Change Action Plan;

**AND WHEREAS** Head, Clara & Maria Council agrees that rural consultation in any long range planning for Ontario is a necessity;

**THEREFORE BE IT RESOLVED THAT** The Council of the United Townships of Head, Clara & Maria does hereby support and endorse the enclosed resolution of the Perth County Council from its regular meeting of July 7, 2016;

**AND FURTHER THAT** a copy of this resolution of support be circulated to the appropriate ministries for their consideration.

Carried Unanimously

- Report #14/10/16/1103 — 01 – Staff Remuneration

Resolution #14/10/16/007

Moved by Councillor Grills and Seconded by Councillor Reid

**WHEREAS** Council received and reviewed various pay scales for many different municipalities of relatively comparable sizes to Head, Clara & Maria (HCM);

**AND WHEREAS** it has been agreed that there is a gap between HCM salaries and others reviewed on an average of 11%;

**THEREFORE BE IT RESOLVED THAT** in order to begin to narrow that salary gap that the Council of the United Townships of Head, Clara & Maria does hereby direct staff to increase the salary grid by 4% for 2016 for every position and every step;

**AND FURTHER THAT** the Treasurer is directed to provide compensation to each employee to reflect that change retroactively to January 1, 2016;

**AND FURTHER THAT** the grid be increased by an additional 4% beginning January 1, 2017 with an additional review to occur in 2018 and every two years thereafter.

Carried

Recorded Vote

Grills – Yes

Reid – Yes

Foote – Yes

Gibson - No

iv. Report #14/10/16/1103 – 02 – Office Renovation

Resolution #14/10/16/008

Moved by Councillor Foote and Seconded by Councillor Grills

**WHEREAS** Council, sitting as Committee of the Whole at its September meeting, reviewed office renovation and extension plans prepared by staff;

**AND WHEREAS** the amendments suggested by Committee are reflected in the new floor plan and budget estimate presented at this meeting;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby approve the plans presented and authorize staff to tender/arrange for a contractor to complete plans as presented/amended, implementing slight modifications as might occur during a normal construction process funded through the following reserves:

- \$36,000 from the Facility Management (Hall/Office upgrades)
- \$34,000 from Hall-Office Replacement Reserves
- \$30,000 from Hall-Office Repair/Maintenance Reserves and
- \$12,000 from Office Technology Reserves;

**FURTHER THAT** the \$6,000 IT changes budgeted for 2016 be deferred to occur during the renovation;

**AND THAT** \$10,616 from pre 2016 Gas Tax funds and \$14,000 from Gas Tax funds for 2016 and 2017 be allocated to this renovation;

**AND THAT** staff work with contractors to schedule the construction and renovation process to best suit office demands recognizing that the office will likely need to be closed for a period of at least two weeks.

Carried Unanimously

**Action:** That the expansion total 28 feet in length as in the original plan presented September 8, 2016.

**Notice of renovation and office closing in next Newsletter.**

v. Report #14/10/16/1103 – 03 – County of Renfrew Official Plan

Resolution #14/10/16/009

Moved by Councillor Foote and Seconded by Councillor Grills

**WHEREAS** the *Municipal Act, 2006* states in section 2 that “*Municipalities are created by the Province of Ontario to be responsible and accountable governments with respect to matters within their jurisdiction and each municipality is given powers and duties under this Act and many other Acts for the purpose of providing good government with respect to those matters*”;

**AND WHEREAS** The Provincial Policy Statement, 2014 (PPS) expresses in its preamble that it “...provides policy direction on matters of provincial interest related to land use planning and development. As a key part of Ontario’s policy-led planning

*system, the Provincial Policy Statement sets the policy foundation for regulating the development and use of land. It also supports the provincial goal to enhance the quality of life for the citizens of Ontario”;*

**AND WHEREAS** it further states that *“Provincial plans and municipal official plans provide a framework for comprehensive, integrated and long-term planning that supports and integrates the principles of strong communities, a clean and healthy environment and economic growth, for the long term”;*

**AND WHEREAS** the *Planning Act* requires that local plans and policy *“shall be consistent with”* the PPS. And that *“Where a provincial plan is in effect, planning decisions must conform or not conflict with the provincial plan”;*

**AND WHEREAS** the Ministry of Municipal Affairs’ Land Use Planning web page begins with the statement that *“Ontario’s land use planning system gives municipalities the major role in planning decisions”* conflicting directly with the *“shall be consistent with”* requirement;

**AND WHEREAS** many rural Ontario residents have pro-actively purchased large tracts of land some years and even decades ago, planning to sever and sell these lands at a future date, in lieu of pensions to finance their retirements and leave a financial legacy for their children;

**AND WHEREAS** the restrictions continually being placed by the province through the Provincial Policy Statement and the County through the Official Plan on the use of private lands by property owners in rural Ontario in fact negatively affects rural Ontarians’ quality of life by stealing from them their retirements, their pensions and significantly devaluing their land;

**AND WHEREAS** the most recent version of the County Official Plan’s severance restrictions surrounding “at capacity” or “sensitive” lakes is being implemented arbitrarily and severely - an example in Head, Clara & Maria includes a lake with zero existing development with a restriction on severance of 150 acre tracts of land and setbacks of 300 metres;

**AND WHEREAS** restrictions around severing lands that do not front on municipal roads or Provincial highways and surrounding sensitive lakes along with the refusal of the province to allow new entrances or private roads to enter TransCanada Highway 17 significantly restricts and stagnates economic growth in rural Ontario and specifically in Head, Clara & Maria;

**AND WHEREAS** the provincial government through the *Planning Act*, its Provincial Policy Statement and insistence that Official Plans conform to this broad provincial legislation ties the hands of municipalities to act like the responsible governments that the province promises they can be resulting in significant negative financial implications for rural Ontarians and rural municipalities specifically contrary to statements made in the PPS preamble.

**THEREFORE BE IT RESOLVED** that since the land development reality in rural Ontario is significantly different from the reality in urban Ontario that the Council of the United Townships of Head, Clara & Maria does hereby request the Ministry of Municipal Affairs amend *the Planning Act* and Provincial Policy Statement to allow normal and usual use of private lands in rural Ontario, specifically including continued severance and development of lands on private roads;

**AND FURTHER THAT** County of Renfrew Official Plan restrictions surrounding the development on “sensitive” or “at capacity” lakes be considered on a case by case basis and realistic manner and not simply addressed with wide brush strokes;

**AND FURTHER THAT** the County of Renfrew through the Official Plan relaxes restrictions in these same areas;

**AND FURTHER THAT** even though a member of County Council is not bound to follow local municipal Council’s direction that the Council of the United Townships of Head, Clara & Maria does hereby request that Mayor Gibson, in his position as County Council

member, oppose the new Official Plan based on the controlling and oppressive approach to land use control imposed by that document;

**AND FURTHER THAT** this resolution be circulated throughout the county of Renfrew and the province of Ontario for support.

Carried Unanimously

**Action:** Clerk to send as a press release to County media, insert in Newsletter and send via community contact lists as information.

vi. Report #14/10/16/1104 – Merit and Bonus Policy Amendment  
Resolution #14/10/16/010

Moved by Councillor Grills and Seconded by Councillor Foote

**WHEREAS** Head, Clara & Maria has existing policy on merit pay and bonuses which has not been utilized since its inception in 2012 in part due to ambiguities and difficulty of use;

**AND WHEREAS** a simple adjustment and addition to the current guidelines would make the policy easier to use;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby adopt the proposed Merit Increase Grid as amended as an addition to the Policy on Merit and Bonus Awards adopted in 2012 and authorizes staff to implement the grid retroactively to January 2016 for the 2015 employee performance appraisals.

Carried Unanimously

vii. Report #14/10/16/1105 – Campground Garbage and Recycling Stats  
Information and Direction

**Action:**

1. Letter from Municipality to Driftwood and Ontario Parks – need to improve recycling – is anything we can do to help? Flyers? Posters?
2. Letter to campground operators, congratulations – please continue to increase diversion rates. What can we do to help? Any suggestions? Council's continuing effort to increase diversion. Include a copy of letter to Ontario Parks.
3. Composting issue? Phone survey – would you do it? Supply bag/container? Staff to research options for community composting. Feasibility study. Cost of compost to OVWRC – will they take it?
4. New add – updated list of what is recyclable what isn't? Able to post in the home.

viii. Report #14/10/16/1106 – Property Standards Download  
Resolution #14/10/16/011

Moved by Councillor Grills and Seconded by Councillor Foote

**WHEREAS** small rural municipalities tend to have very few rental units;

**AND WHEREAS** renters can invite anyone into their rental accommodation (building inspector, health inspector, fire safety officer, electrical safety authority inspector etc.);

**AND WHEREAS** these invited authorities can make recommendations, issue orders to comply etc.;

**AND WHEREAS** interior and exterior property standards bylaws would undoubtedly decrease the already small number of rental units available in small municipalities;

**AND WHEREAS** the cost of creating, administering and enforcing these bylaws is prohibitively expensive for small rural municipalities;

**AND WHEREAS** the enforcement of provincial standards under Ontario regulation 517/06 would be prohibitively expensive for small rural municipalities;

**AND WHEREAS** 93 small municipalities have no demonstrable need for these bylaws or enforcement of them as noticed by their absence;

**AND WHEREAS** the latest Stats Canada census shows zero rental buildings in the United Townships of Head Clara and Maria;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head Clara and Maria does hereby request the Ministry of Municipal Affairs and the Ministry of Housing to halt the forced download approach to the enforcement of Ontario regulation 517/06 as described in the information package dated June 27, 2016;

**AND FURTHER THAT** this resolution be forwarded to the Minister of Municipal Affairs, the Honourable Bill Mauro, the Minister of Housing, the Honorable Chris Ballard, the Rural Ontario Municipal Association, the Eastern Ontario Warden's Caucus, the County of Renfrew, MPP John Yakabuski, the Rural Mayor's Forum of Eastern Ontario and the Algonquin's of Pikwakanagan for support.

Carried Unanimously

**Action:** Mayor Gibson to compose a letter to the minister explaining the differences between life in rural and urban Ontario in relation to the need for this type of by-law.

## 12. ADDENDUM (NEW BUSINESS)

- i. Report #14/10/16/1201 – Grant Application Review and 2017 Funding Commitments

Resolution #14/10/16/012

Moved by Councillor Grills and Seconded by Councillor Foote

**WHEREAS** upcoming grant applications will require a commitment of Council funding for 2017 events;

**AND WHEREAS** celebrating Canada's 150<sup>th</sup> has been determined as important to Council and our community as a once in a lifetime event;

**THEREFORE BE IT RESOLVED THAT** The Council of the United Townships of Head, Clara & Maria does hereby authorize staff to apply for funding under the Heritage Canada funding program when the application becomes available in November of 2016 and authorizes the Clerk and Treasurer to endorse the application;

**AND FURTHER THAT** Council does hereby commit up to \$4,000 for 2017's Canada Day Celebrations.

Carried Unanimously

Resolution #14/10/16/013

Moved by Councillor Reid and Seconded by Councillor Foote

**WHEREAS** funding applications for Homecoming 2017 have been completed through both federal and provincial grant programs as well as private funders and include extensive cost recovery and/or sale items;

**AND WHEREAS** the budget created estimates that many costs will be recoverable through pay for use services such as entrance fees, food and beverage and souvenir sales;

**AND WHEREAS** the Celebrate Ontario program requires confirmation of applicant funding prior to any agreement being signed should we be successful in obtaining funding;

**THEREFORE BE IT RESOLVED THAT THE** Council of the United Townships of Head, Clara & Maria does hereby agree to underwrite Homecoming expenses to Celebrate Canada and Celebrate Ontario's 150<sup>th</sup> for up to 25% of total project cash operating expenses to a maximum of \$25,000, for purposes of obtaining grant funding should fundraising and registrations not reach anticipated levels to ensure that the event will occur as planned.

Carried Unanimously

- ii. Report #14/10/16/1202 – Social Media Policy – Need and Sample

Resolution #14/10/16/014

Moved by Councillor Foote and Seconded by Councillor Reid

**WHEREAS** By-Law 2008-02, its schedules, appendices and policies were created to govern the creation, content and maintenance of the municipal website;

**AND WHEREAS** various other forms of social media are now being utilized by municipal staff for similar purposes;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby authorize staff to amend By-Law 2008-02 to include after the word “website” the words “and other forms of social media” so that all guidelines created for the safe, prudent and responsible use of the municipal website shall be applied to all other forms of social media;

**AND FURTHER THAT** a guideline document which provides some guidance on how and when to post or react to posts on municipal sites is created for Council review at a future meeting to be appended to the By-law.

Carried Unanimously

iii. Report #14/10/16/1203 – Council/Staff Training Session  
Resolution #14/10/16/015

Moved by Councillor Foote and Seconded by Councillor Reid

**WHEREAS** Council has acknowledged that continuing education, skills development and training is important for staff and members of Council and has budgeted accordingly;

**AND WHEREAS** funds exist in Council and Staff Education and Resources budget lines which have not been utilized to date;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby authorize staff to arrange a joint training for Council, staff and those from neighbouring municipalities to occur prior to the end of December 2016 through AMCTO on a topic of Council's choice.

Carried Unanimously

**Action:** Clerk to arrange Planning for Non-Planners through AMCTO.

13. **CLOSED SESSION** – none

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

15. **QUESTIONS AND ANSWERS**

- i. Councillor Grills – New Stonecliffe sign along westbound of highway 17, missing from Stonecliffe; missing since last winter.

**Action:** Clerk to contact MTO to determine replacement.

16. **CONFIRMATION OF PROCEEDINGS**

Resolution # 14/10/16/016

Moved by Councillor Foote and Seconded by Councillor Grills

**BE IT RESOLVED THAT** By-Law 2016-12 being a by-law to confirm proceedings of the Council of the United Townships of Head, Clara & Maria at its meeting held on Friday, October 14, 2016 be read a first time short and passed.

Carried Unanimously

17. **ADJOURNMENT**

Resolution # 14/10/16/017

Moved by Councillor Reid and seconded by Councillor Foote

**BE IT RESOLVED THAT** this meeting adjourn at 16:45h. to meet on Friday, November 18, 2016 at 14:00 h.

Carried Unanimously

---

Mayor – Jim Gibson

---

Clerk – Melinda Reith