



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

Minutes February 19, 2016

Minutes of a regular meeting of Council held on Friday, February 19, 2016 at 14:05 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 and Debbi Grills.

Staff: Melinda Reith, Clerk/CAO, Noella LeBreton, Treasurer, Crystal Fischer, Admin Assistant. 2 members of the public

Absent/Excused/Regrets: Calvin Chartrand, Bob Reid.

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 – January 14, 2015

Resolution # 19/02/16/001

Moved by Councillor Grills and seconded by Councillor Foote

BE IT RESOLVED THAT the minutes of the regular meeting of Thursday, January 14, 2016 be accepted as presented.

Carried Unanimously

ii. Rural Mayor's Forum Eastern Ontario Meeting Minutes

1. December 2015 - information

2. January 2016 - information

3. February 2016 - information

iii. Library Board Minutes

1. January 6, 2016 – information

iv. Recreation Committee Minutes

1. January 12, 2016 - information

7. CORRESPONDENCE & PETITIONS

i. County of Renfrew – re: increases to Planning Fees – information

Action: Clerk to review municipal by-laws and bring back to council for review at subsequent meeting

ii. Hicks/Morley – re: Municipal Sector and Ontario Retirement Pension Plan – information

iii. Renfrew County District School Board – re: municipal consultation school closures – information

Action: Clerk to keep council members apprised of changes, minute meetings etc.

iv. Wellington North – re: Trespassing on Private property – information

Action: Clerk to provide a resolution of support for the next meeting

v. Jesuits English Canada Province – re: Canadian Canoe Pilgrimage – information

Action: Clerk to forward to the Recreation Committee or staff to contact and offer facility for an event; willingness to host

vi. Ministry of Transportations – re: Twinning of Highway 17 – information

vii. Autism Ontario – re: Raise the Flag campaign – information

Action: Councillor Grills volunteers to raise the flag on that date.

viii. AMO Communications – re: Provision PTSD Strategy for First Responders – information

ix. AMO – re: amendment to O. Reg. 438/97 to allow additional types of investments by municipalities – information

x. Deep River and District Community Foundation – re: thank you for donation – information

xi. Beta Sigma Phi – re: thank you for donation – information

xii. Potassium Iodide – stored in the office for event of emergency - information

xiii. Hicks/Morley – re: update on Ontario Retirement Pension Plan – information

xiv. Municipal Tax Advisory Group – re: Green Paper Special Payment Program – Ontario's Hydroelectric Generating Stations – information

xv. Late – article from Pembroke Observer - information

8. STAFF REPORTS

i. Report #19/02/16/801 – Clerk's Report – information

ii. Report #19/02/16/802 – Treasurer's Report – information

iii. Report #19/02/16/803 – Mayor's Report – information

1. RMFEO - Mayor Kim Love – presentation of OPP costing models

2. Mayor Gibson to send a copy of letter to Premier Wynne re: sale of Hydro One

3. NRT – Mayor's letterhead - staff and council permission - send congratulations to Swisha Generating Station for Hydro award received for 2014

9. FINANCIAL REPORTS

i. Cheque Log

Resolution #19/02/16/002

Moved by Councillor Foote and Seconded by Councillor Grills

BE IT RESOLVED THAT Report #19/02/16/901 being the Cheque Log to February 16, 2016 totalling \$58,926.93 be accepted as presented.

Carried Unanimously

ii. Comparative Income Statement

Resolution #19/02/16/003

Moved by Councillor Grills and Seconded by Councillor Foote

BE IT RESOLVED THAT the Comparative Income Statement from January 1, 2016 – February 16, 2016, Report #19/02/16/902 be accepted as presented.

Carried Unanimously

10. BY-LAWS - none

11. UNFINISHED BUSINESS

i. Report #19/02/16/1101 – Auto-Extrication – Resolution for request for service – Town of Petawawa, Garrison Petawawa, Press Release, Notice to County of Renfrew and OPP, Request for Opinion from Municipal Solicitor

Resolution #1

Resolution #19/02/16/004

Moved by Councillor Foote and Seconded by Councillor Grills

WHEREAS the Municipality of Head Clara and Maria has been unsuccessful in obtaining auto extrication services from its neighbouring Municipalities for a 30 km stretch of Trans-Canada highway 17 through the Municipality;

AND WHEREAS this route is in fact designated as part of the Trans-Canada highway system;

AND WHEREAS the municipality is attempting to develop an alternate solution, until such time as one might be arranged, this option be available;

AND WHEREAS the Canadian military base, Garrison Petawawa, is quite close to this section of highway;

AND WHEREAS Garrison Petawawa has equipment and trained personnel to conduct auto extrication;

AND WHEREAS the military conducts regular training exercises to keep staff fully qualified;

AND WHEREAS real life situations provide some of the best training opportunities;

THEREFORE BE IT RESOLVED THAT the municipality of Head, Clara and Maria petition the federal government through the Ministry of Defence to allow Garrison Petawawa to respond to truly life threatening situations as determined by Renfrew County Paramedic services and provide auto extrication services;

AND FURTHER THAT staff is directed to circulate a copy of this resolution to our MPP John Yakabuski, our MP, Cheryl Gallant, the Ministry of Community Safety and Correctional Services, Premier Wynne, the Office of the Fire Marshal, the County of Renfrew and area municipalities for information.

Carried Unanimously

Resolution #2

Resolution #19/02/16/005

Moved by Councillor Grills and Seconded by Councillor Foote

WHEREAS the Municipality of Head Clara and Maria has been unsuccessful in obtaining auto extrication services from its neighbouring Municipalities for a 30 km stretch of Trans-Canada highway 17 through the Municipality due to the reluctance of those neighbours to leave their own public underserved;

AND WHEREAS many suggestions received are not practical simply because our population does not have the potential for staffing either a professional or volunteer fire department;

AND WHEREAS it is hoped that the Town of Laurentian Hills and the Town of Petawawa would be willing partners;

BE IT RESOLVED THAT the municipality of Head, Clara and Maria does hereby request that the Town of Petawawa consider assisting in a resolution to the existing problem by offering back up to Laurentian Hills through a mutual or automatic aid agreement to fill vacancies within that community while Laurentian Hills volunteers respond to auto accidents on Highway 17 in Head, Clara & Maria on a pay per service basis so that no municipality is left underserved and the travelling public are protected;

AND FURTHER THAT staff is directed to circulate a copy of this resolution to our MPP John Yakabuski, our MP, Cheryl Gallant, the Ministry of Community Safety and Correctional Services, Premier Wynne, the Office of the Fire Marshal, the County of Renfrew and area municipalities for information.

Carried Unanimously

Resolution #3

Resolution #19/02/16/006

Moved by Councillor Foote and Seconded by Councillor Grills

WHEREAS local and nation-wide media have been covering the lack of auto-extrication services along Highway 17 within Head, Clara & Maria resulting in inaccuracies and misinformation being circulated;

AND WHEREAS Council policy allows for the issuance of press releases for municipal purposes;

AND WHEREAS a draft press release has been provided for Council review and approval;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby approve the release of the draft press release, as amended at this meeting to the media as soon as possible;

AND FURTHER THAT staff is directed to circulate a copy of this resolution to our MPP John Yakabuski, our MP, Cheryl Gallant, the Ministry of Community Safety and Correctional Services, Premier Wynne, the Office of the Fire Marshal, the County of Renfrew and area municipalities for information.

Carried Unanimously

Resolution #4

Resolution #19/02/16/007

Moved by Councillor Grills and Seconded by Councillor Foote

WHEREAS the Municipality of Head Clara and Maria has been unsuccessful in obtaining auto extrication services from its neighbouring Municipalities for a 30 km stretch of Trans-Canada highway 17 through the Municipality due to the reluctance of those neighbours to leave their own public underserved;

AND WHEREAS it is not feasible for Head, Clara & Maria to have its own Fire Department, volunteer or professional;

AND WHEREAS in response to a letter of request for assistance to the province in November of 2015 Head, Clara & Maria was told that the province's obligation is to pay an hourly rate to fire departments for the provision of auto-extrication services and had no suggestions as to how to proceed where a community did not have a fire department;

AND WHEREAS the Ministry of Community Safety and Correctional Services Public Fire Safety Guideline PFSG 04-24a-12 entitled *Liaison With Other Agencies at Vehicle Extrication Incidents* states "*In the case of any one of the emergency services not being at the scene, those in attendance would have to assume some of the responsibilities of the other services and in all cases, the priority would be the safety and well being of victims*";

AND WHEREAS the County of Renfrew Emergency Services and the Upper Ottawa Valley detachment of the Ontario Provincial Police which services this municipality are both aware of the dissolution of the North Renfrew Emergency Response Unit and the resulting lack of service in Head, Clara & Maria;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby advise both the County Department of Emergency Services and the Ontario Provincial Police that when responding to calls in Head, Clara & Maria they should be prepared to "assume some of the responsibilities of the other services" and equip themselves as necessary to do so as we have not been able to obtain assistance from either our neighbours or the province at this time.

Carried Unanimously

Resolution #5

Resolution #19/02/16/008

Moved by Councillor Foote and Seconded by Councillor Grills

WHEREAS some members of Council have concern with the potential for liability due to the lack of auto-extrication services along highway 17 through a section of Head, Clara & Maria;

AND WHEREAS it is fact that a municipality is not required to have a fire department if a risk assessment has been conducted and has shown that it is not feasible;

AND WHEREAS two municipal representatives of the Ontario Fire Marshal's office in 2011 advised that continued participation in the joint auto-extrication agreement was not a legal requirement for Head, Clara & Maria;

AND WHEREAS the municipal insurer, in 2011 advised that there was no increased liability for the municipality in not providing auto-extrication services;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby direct staff to consult with the municipal solicitor and liability insurer to obtain opinion on the potential for liability with this current situation.

Defeated Unanimously

Mayor Gibson left the table 15:28 h. returned at 15:30 h.

Resolution #19/02/16/008-A

Moved by Councillor Grills and Seconded by Councillor Foote

WHEREAS the County of Renfrew Warden, Peter Emon has been cited in the on-line *Ottawa Valley Business* newsletter dated February 16, 2016 as stating that it is the responsibility of the municipality to provide auto extrication services along Highway 17 in Head, Clara & Maria;

AND WHEREAS the Council of the United Townships of Head, Clara & Maria are concerned for the welfare of the travelling public but conversely are not in a position due to distance and population to provide the required services;

THEREFORE BE IT RESOLVED THAT the council of the United Townships of Head, Clara & Maria does hereby request that Renfrew County provide documented legal opinion to support Warden Peter Emon's public statements to the media.

Carried Unanimously

Action: staff is directed to contact the municipal insurer for his position.

ii. Report #19/02/16/1101-A – Request for Retraction from Warden Emon

Resolution #19/02/16/009

Moved by Councillor Grills and Seconded by Councillor Foote

WHEREAS the lack of auto-extrication services along a section of Trans Canada Highway within Head, Clara & Maria has resulted in coverage in the local and national media;

~~**AND WHEREAS** statements made by Warden Peter Emon of the County of Renfrew are not based in fact, are inaccurate, defamatory and not representative of the County Council as the issue has yet to be debated at the county level;~~

THEREFORE BE IT RESOLVED THAT the Council of the municipality of the United Townships of Head, Clara and Maria does hereby authorize staff to forward this resolution and letter of concern to the Council of the County of Renfrew for discussion and action;

AND FURTHER THAT the Council of the County of Renfrew release a media retraction for the inappropriate and erroneous statements made by the Warden.

AND FURTHER THAT staff is directed to circulate a copy of this resolution and letter to MPP John Yakabuski, MP, Cheryl Gallant and area municipalities for information.

Amended as below...The stricken paragraph be replaced with the following.

Resolution #19/02/16/009-A Motion to Amend 19/02/16/009
Moved by Councillor Grills and Seconded by Councillor Foote
Par # 1 remains. Par #2

AND WHEREAS statements by Warden Peter Emon, representing the County of Renfrew are inaccurate and not helpful to the resolution of the auto-extrication problem;

AND WHEREAS the issue has yet to be debated at the county level;"
Carried Unanimously

Action: Council directs staff to contact the Ministry of Transportation requesting signage be placed within the municipality advising of lack of auto-extrication services.

Mayor Gibson made a request to see what steps should be taken next. Councillor Grills suggested notice/reminder letters to those involved advising that a solution has not yet been attained?

Action: Clerk to set a meeting with Council, the Ontario Provincial Police, the Renfrew County Paramedics, Jim Hutton, County of Renfrew CAO, Garrison Petawawa, all involved municipal CAOs, their fire chiefs, and heads of council (Laurentian Hills, Laurentian Valley, Town of Petawawa, and the City of Pembroke) and the representative of the Ministry of Community Safety and Correctional Services with a date in the next 2-3 weeks to attempt to resolve this issue.

iii. Report #19/02/16/1102 – Hall Rental Agreement

Resolution #19/02/16/010
Moved by Councillor Grills and Seconded by Councillor Foote

WHEREAS with the procurement of the permanent liquor license by the municipality and council's decision to not allow Special Occasion Permits within the hall, the hall rental agreement required amendment;

THEREFORE BE IT RESOLVED THAT the updated version dated February 2016 be approved by Council to become effective immediately.
Carried Unanimously

iv. Report #19/02/16/1103 – Authorization for Contribution Agreement – Canada 150 Boat Launch Upgrades

Resolution #19/02/16/011
Moved by Councillor Foote and Seconded by Councillor Grills

WHEREAS Head, Clara & Maria was successful in obtaining funding through and is required to enter into a contribution agreement under the Canada 150 Community Infrastructure Program (CIP 150) for remediation and repair to the three municipal boat launches namely:

- Project 808142 – Improvement of Stonecliffe Dock and Boat Launch Facility, for a contribution of up to \$8,000, total project costs of \$19,990;
- Project 808143 – Improvement of Lacroix Park and Boat Launch, for a contribution of up to \$8,000, total project costs of \$19,990; and
- Project 808157 – Improvement of Mackey Dock and Boat Launch Facility, for a contribution of up to \$8,000, total project costs of \$19,990;

AND WHEREAS Council is committed to funding and delegating authority for entrance into the contribution agreement with the Federal Economic Development Agency for Southern Ontario (FedDev Ontario);

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby authorize the contribution agreement for the projects as identified above and delegates authority for implementation of this agreement and project to the Clerk/CAO Melinda Reith.

Carried Unanimously

- v. Report #19/02/16/1104 – Homecoming Letter of Support, Grant Authorization and Donation Letter – High Level Draft Budget

Resolution #19/02/16/012

Moved by Councillor Grills and Seconded by Councillor Foote

WHEREAS Council has provided support for planning and submission of a funding request through the Canada 150 program for a Homecoming to celebrate Canada's 150th;

AND WHEREAS Council deems it important to document Head, Clara & Maria's contribution to Canada no matter how significant; to assist in hosting a historic event celebrating residents, past and present as worthy of being celebrated no matter their accomplishments, while focusing on documenting municipal history to provide a legacy for future generations;

AND WHEREAS eventually, a decision will be required to determine whether the project will continue at a certain level, be streamlined or be cancelled;

AND WHEREAS Council has reviewed a draft budget prepared for application to the Canada 150 program for 2017's Homecoming;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby authorize staff to proceed with the project, having Mayor Gibson endorse a letter of support for application to the Canada 150 funding through Heritage Canada on Council's behalf;

AND FURTHER THAT tentatively confirmed attendance of at least 150 people be obtained by April 2016 in order to proceed with the event;

THAT Council does hereby agree to underwrite the project in the amount of \$5,000 in order to proceed with planning, acknowledging that other sources of funding will be obtained and used to offset costs;

THAT staff and volunteers are encouraged to seek and obtain corporate sponsorship;

THAT the request for funding letter sent to ratepayers for 2016 and 2017 identify Homecoming as its purpose;

THAT should funding from Canada 150 not be forthcoming, project plans be streamlined to ensure reduced costs as per an amended budget and a cost/revenue neutral event.

Carried Unanimously

12. **ADDENDUM (NEW BUSINESS)** – none

- i. Report #19/02/16/1201 - Statement of Council Expenses – 2015

Resolution #19/02/16/013

Moved by Councillor Foote and Seconded by Councillor Grills

WHEREAS under the Municipal Act, 2001 the Treasurer of each municipality shall in each year 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 2015 totalling \$ 17,931.64 be accepted as presented.

Carried Unanimously

- ii. Report #19/02/16/1202 - No Salary to Disclose – 2015 - Information

- iii. Report #19/02/16/1203 - Appointments to Recreation Committee

Resolution #19/02/16/014

Moved by Councillor Grills and Seconded by Councillor Foote

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 2016 for the terms as detailed below with Councillor Dave Foote and Councillor Calvin Chartrand as Council representatives and Gayle Watters as staff representative.

For a three year term:

- o Marlene Gibson;
- o Roseanne Boudreau;

For a two year term:

- o Betty Condie;
- o Gayle Watters;
- o Paul Sarrazin;

For a one year term:

- o Linda Chartrand;
- o Noella LeBreton;

Although not holding a voting position, Crystal Fischer will provide administrative support and the Clerk will provide legislative assistance and direction as required.

Carried Unanimously

iv. Report #19/02/16/1204 – Recreation Committee Work Plan for 2016

Resolution #19/02/16/015

Moved by Councillor Foote and Seconded by Councillor Grills

WHEREAS the Terms of Reference created for the Recreation Committee request an annual Work Plan to be presented to Council;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby accept the Work Plan for 2016 as presented by the Recreation Committee.

Carried Unanimously

v. Report #19/02/16/1205 - Recommendations from Committee of the Whole

Resolution #19/02/16/016

Moved by Councillor Grills and Seconded by Councillor Foote

WHEREAS Council met as Committee of the Whole of Thursday, February 11 and made the recommendations as documented in the minutes;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby adopt the minutes and recommendations and directs staff to take action and follow up on decisions made.

Carried Unanimously

vi. Report #19/02/16/1206 – Continued Participation in SSCE

Resolution #19/02/16/017

Moved by Councillor Foote and Seconded by Councillor Grills

WHEREAS since 2014 staff have been participating in a Shared Service Committee of Excellence with 5 other county municipalities in order to improve our municipal Blue Box program specifically and Waste Management in general;

AND WHEREAS original contributions were funded mainly through a grant from the Continuous Improvement Fund;

AND WHEREAS that funding is no longer available for 2016;

AND WHEREAS the attached document provides rationale for continued participation including an expanded mandate;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby agree to continued participation in this expanded program for 2016 for an anticipated cost of \$10,000;

Carried Unanimously

13. **CLOSED SESSION** – none

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

15. **QUESTIONS AND ANSWERS**

- i. Councillor Grills - Committee of the Whole – move to May 20th
- ii. Mayor Gibson - May 6 - RMFEO meeting hosted by HCM – open to Council and staff -
 1. Hall set up in large circle with individual card tables; staff to provide tokens from host municipality – pin, pen, highlighter;
- iii. Plowing for seniors – on agenda for next meeting

16. **CONFIRMATION OF PROCEEDINGS**

Resolution # 19/02/16/018

Moved by Councillor Grills and Seconded by Councillor Foote

BE IT RESOLVED THAT By-Law 2016-03 being a by-law to confirm proceedings of the Council of the United Townships of Head, Clara & Maria at its meeting held on Friday, February 19, 2016 be read a first time short and passed.

Carried Unanimously

17. **ADJOURNMENT**

Resolution # 19/02/16/019

Moved by Councillor Foote and seconded by Councillor Grills

BE IT RESOLVED THAT this meeting adjourn at 16:40 h. to meet on Friday, March 11, 2016 at 14:00 h.

Carried Unanimously

Mayor – Jim Gibson

Clerk – Melinda Reith