



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

**Minutes of December 19, 2019**

Minutes of a regular meeting of Council held on Thursday, December 19, 2019 at 1:00 p.m. in the Municipal Hall.

**1. CALL TO ORDER & MOMENT OF SILENT 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 persons were present: Mayor Debbi Grills, Councillors: Chris Dowser, Fran Kelly-Chamberlain, and Ernie Villeneuve.

**Staff:** Crystal Fischer, Clerk/ Treasurer, members of the public.

**Absent/Regrets:** Councillor Brent Allen

**3. RECITAL OF THE MUNICIPAL MISSION AND VISION STATEMENTS** – Councillor Kelly-Chamberlain

**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** – none. Ontario Superior Court of Justice Opinion: This Order permits Council to consider, discuss and vote on matters in which the MLSC has a financial interest in.

**5. DEPUTATIONS/PRESENTATIONS** – none

**6. ADOPTION OF MINUTES OF PREVIOUS MEETINGS (INCLUDING COMMITTEES)**

Resolution No.: 19/12/19/001

Moved by Councillor Kelly-Chamberlain and seconded by Councillor Dowser

**BE IT RESOLVED THAT** the minutes of the regular meeting of council of November 21, 2019 be accepted as presented.

Carried Unanimously

Minutes for information only -

- Library Board Minutes  
November 5<sup>th</sup>, 2019
- Recreation Committee Minutes  
December 10<sup>th</sup>, 2019

Councillor Villeneuve: The newly created Public Works Advisory Committee has met and will be bringing recommendations back to its January meeting concerning all three municipal boat launches.

**7. CORRESPONDENCE & PETITIONS**

**Petitions** - none

**Correspondence**

- i. Ministry of Economic Development, Job Creation and Trade – Job Site Challenge
- ii. AMO – E-Scooter Pilot
- iii. OPP – News Bulletin

**Late Correspondence:**

- i. County of Renfrew – Ontario Opening Cannabis Retail Market

- ii. Ministry of Children, Community and Social Services – Poverty Reduction Strategy  
**Action: Mayor Grills to request that the surveys be advertised in the Library.**
- iii. Canadian Nuclear Laboratories – Invitation to Chalk River Campus  
**Action: Councillors to respond to Mayor Grills if they are able to attend.**

## 8. MAYOR'S REPORT

- Report 19/12/19/801 – Mayor Debbi Grills

## 9. FINANCIAL REPORTS - none

## 10. UNFINISHED BUSINESS

- Report 19/12/19/1001 – Hall Rental Policy and Fee Schedule

Resolution No.:19/12/19/002

Moved by Councillor Dowser and Seconded by Councillor Kelly-Chamberlain

**WHEREAS** Council has received Report # 19/12/19/1001 regarding the proposed Municipal Hall Rental Policy and updated Fee Schedule;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Township of Head, Clara and Maria does hereby adopt the Municipal Hall Rental Policy and Fee Schedule, to take effect as of January 1, 2020.

Deferred until January 2020 meeting.

**Action: Clerk to add addendum that special event insurance may be requested by Municipal Staff and/or the Recreation Advisory Committee.**

- Report 19/12/19/1002 – MLSC Draft Lease Agreement

Resolution No.:19/12/19/003

Moved by Councillor Kelly-Chamberlain and Seconded by Councillor Villeneuve

**WHEREAS** Council has received Report 19/12/19/1002 regarding a Lease Agreement between the Municipality and the Missing Link Snowmobile Club for rental of the Deux Rivieres Salt Shed;

**AND WHEREAS** members of Council have determined that the conditions of the agreement are fair and appropriate;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara and Maria does hereby direct staff to enter into the lease agreement with the Missing Link Snowmobile Club to be reviewed again in 2021 before renewal.

Carried Unanimously

- Report 19/12/19/1003 – Job Descriptions/ Salary

Resolution No.:19/12/19/004

Moved by Councillor Dowser and Seconded by Councillor Kelly-Chamberlain

**WHEREAS** Report #21/11/19/1103 concerning Job Descriptions and proposed salaries for three employment opportunities was presented to Council at the regular meeting of November 2019;

**AND WHEREAS** concerns have been identified with the level of grid placement for the Public Works Labourer position;

**THEREFORE BE IT RESOLVED THAT** The Council of the United Townships of Head, Clara and Maria does hereby direct staff to advertise and place the Public Works Labourer position at Level 3 of the Salary Grid.

Carried Unanimously

**Action: Clerk to advertise Public Works Labourer position until January 15<sup>th</sup>, 2020.**

## 11. ADDENDUM (NEW BUSINESS)

- Report 19/12/19/1101 – 2020 Council Meeting Schedule

Resolution No.:19/12/19/005

Moved by Councillor Kelly-Chamberlain and Seconded by Councillor Dowser

**WHEREAS** Council of the United Townships of Head, Clara & Maria has agreed to hold an average of one regular Council meeting per month as per section 4.2.1 of By-Law 2019-09;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby agree to set its 2020 meeting schedule as outlined:

- Thursday January 16 - 1:00 p.m.
- Thursday February 20 - 1:00 p.m.
- Thursday March 19 - 1:00 p.m.
- Thursday April 16 - 1:00 p.m.
- Thursday May 21 - 1:00 p.m.
- ~~Saturday June 20~~ Thursday June 18 - 1:00 p.m.
- ~~Thursday August 20~~ Saturday August 22 - 1:00 p.m.
- Thursday September 17 - 1:00 p.m.
- Thursday October 15 - 1:00 p.m.
- Thursday November 19 - 1:00 p.m.
- Thursday December 17 - 1:00 p.m.

Carried Unanimously

- Report 19/12/19/1102 – COLA and CPI Increase

Resolution No.:19/12/19/006

Moved by Councillor Dowser and Seconded by Councillor Kelly-Chamberlain

**WHEREAS** Council policy and past practice has been to award cost of living adjustments to staff salary, municipal contracts and council honorarium when the October to October Consumer Price Index surpassed 1%;

**AND WHEREAS** numbers for Ontario show an increase of 1.9% for 2018-2019;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby authorize that the 1.9% cost of living adjustment based on the October to October Statistics Canada's Consumer Price Index for Ontario be applied to all applicable salaries, honoraria and contracts effective January 1, 2020.

Carried Unanimously

- Report 19/12/19/1104 – Recreation Advisory Committee Appointments

Resolution No.:19/12/19/007

Moved by Councillor Kelly-Chamberlain and Seconded by Councillor Dowser

**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 Advisory Committee for the year 2020 as described below:

- Betty Condie
- Judy Zilney
- Glenn Stewart
- Bonnie Stewart
- Councillor Villeneuve
- Councillor Dowser (Chairperson)

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

Carried Unanimously

- Report 19/12/19/1104 – Signing Authority

Resolution No.:19/12/19/008

Moved by Councillor Dowser and Seconded by Councillor

**WHEREAS** the purpose of this resolution is to provide the municipality with flexibility in the signing of various documents to improve the efficiency of business operations and yet maintain effective internal controls and approval processes.

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria enacts as follows:

**THAT** for purposes of completing budgeted, emergency or specifically approved financial transactions for the United Townships of Head, Clara & Maria as well as to complete routine contracts, applications and agreements;

**THAT** signing is hereby authorized effective immediately and for the calendar years 2020 or until changed by a resolution of Council;

**THAT** Mayor Grills is appointed as having signing authority for Council with Councillor Villeneuve as alternate;

**THAT** the Clerk-Treasurer is appointed as having signing authority for administration with Administrative Assistant Stephany Rauche as alternate;

**THAT** all cheques, pre-authorized payments or other forms of payment excepting municipal credit cards are to be signed by one representative of Council and one representative of administration;

**THAT** this authority becomes effective on the date of passing.

Carried Unanimously

- Report 19/12/19/1103 – Performance Appraisal Results

Resolution No.:19/12/19/017

Moved by Councillor Villeneuve and Seconded by Councillor Kelly-Chamberlain

**WHEREAS** employee evaluations were completed in December for 2019 with an employee meeting or exceeding expectations resulting in a ~~position for a~~ two step increase as recommended by the Clerk-Treasurer'

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby agree that based on completed assessments and to become effective January 1<sup>st</sup> 2020, all staff warranting step increase receive them.

Carried Unanimously

## 12. BY-LAWS

Report 19/12/19/1104 – Interim Taxation By-Law 2019-30

Resolution No.:19/12/19/009

Moved by Councillor Kelly-Chamberlain and Seconded by Councillor Dowser

**WHEREAS** By-Law # 2019-30 being a by-law to provide for an interim tax levy on properties designated as residential, farmland, managed forest, pipeline, industrial and commercial and to provide for payment of taxes and penalty and interest of 1.25% is presented to Council for approval.

**THEREFORE BE IT RESOLVED THAT** By-Law 2019-30 be read a first, second and third time and passed this 19<sup>th</sup> day of December 2019.

Carried Unanimously

- Report 19/12/19/1104 – Borrowing By-Law 2019-31

Resolution No.:19/12/19/010

Moved by Councillor Dowser and Seconded by Councillor Kelly-Chamberlain

**WHEREAS** By-Law # 2019-31 being a by-law for the purpose of authorizing the municipality to incur indebtedness as a credit card holder is presented to Council for approval;

**THEREFORE BE IT RESOLVED THAT** By-Law 2019-31 be read a first, second and third time and passed this 19<sup>th</sup> day of December 2019.

Carried Unanimously

- Report 19/12/19/1104 – Council Remuneration By-Law 2019-32

Resolution No.:19/12/19/011

Moved by Councillor Villeneuve and Seconded by Councillor Kelly-Chamberlain

**WHEREAS** By-Law # 2019-32 being a by-law to provide for the payment of remuneration to members of council while carrying out their duties is presented to Council for approval;

**THEREFORE BE IT RESOLVED THAT** By-Law 2019-32 be read a first, second and third time and passed this 19<sup>th</sup> day of December 2019.

Deferred to January 2020 meeting.

## 12. CLOSED SESSION

Resolution No.: 19/12/19/012

Moved by Councillor Kelly-Chamberlain and Seconded by Councillor Villeneuve

**WHEREAS** the Municipal Act allows for closed meetings under section 239;

**THEREFORE BE IT RESOLVED THAT** this meeting go into an in camera session at 3:10 p.m. to adopt the minutes from the closed meeting of November 21, 2019.

Carried Unanimously

Resolution No.: 19/12/19/013

Moved by Councillor Villeneuve and Seconded by Councillor Kelly-Chamberlain

**WHEREAS** Council went into closed session to adopt minutes from the closed meeting of November 21, 2019;

**THEREFORE BE IT RESOLVED THAT** this meeting come out of closed session at 3:14 p.m. and the public portion of the meeting continue.

Carried Unanimously

## 13. BUSINESS ARISING FROM CLOSED SESSION

Resolution No.: 19/12/19/016

Moved by Councillor Kelly-Chamberlain and Seconded by Councillor Villeneuve

**BE IT RESOLVED THAT** Council of the United Townships of Head, Clara and Maria does accept the minutes of the closed meeting of November 21<sup>st</sup>, 2019 as presented.

Carried Unanimously

## 14. QUESTIONS AND ANSWERS

Rumble strips on Highway 17 – rate payers expressed concerns regarding the noise generated, especially where houses are close to highway. What is feedback of other municipalities?

**Action: Clerk to collect the policy on MTO rumble strips.**

Potholes – residents have expressed concerns regarding potholes generated where pavement ends going onto gravel roads. This is an issue that the PWAC can look into, may also look into excavating those areas and having them filled.

Bissett Creek Waste Disposal Site Saturday closures:

Resolution No.: 19/12/19/018

Moved by Councillor Kelly-Chamberlain and Seconded by Councillor Villeneuve

**BE IT RESOLVED THAT** Council of the United Townships of Head, Clara and Maria does hereby authorize the closure of Bissett Creek disposal site at 2:45 p.m., each Saturday from December 2019- March 2020.

Recreation Advisory Committee Terms of Reference – Can we add staff as a voting member? There is a potential for conflict, and the optics could be negative. We will continue to look for more volunteers to sit on the committee to ensure quorum.

Sanding – It has been noted that some roads in the municipality are only being sanded on one side of the road.

**Action: Clerk to speak with Road Superintendent.**

## 15. CONFIRMATION OF PROCEEDINGS

Resolution No.:19/12/19/014

Moved by Councillor Villeneuve and seconded by Councillor Kelly-Chamberlain

**BE IT RESOLVED THAT** By-Law 2019-33 being a by-law to confirm proceedings of the Council of the United Townships of Head, Clara & Maria at its meeting held on Thursday, December 19<sup>th</sup>, 2019 be read a first time short and passed.

Carried Unanimously

**16. ADJOURNMENT**

Resolution No.: 19/12/19/015

Moved by Councillor Kelly- Chamberlain seconded by Councillor Villeneuve

**BE IT RESOLVED THAT** this meeting adjourn at 3:35 p.m. to meet again on Thursday, January 16<sup>th</sup>, 2020 at 1:00 p.m.

Carried Unanimously

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**MAYOR**

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**CLERK**