

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

**December 18, 2009**

Minutes of a regular meeting of Council held on Friday, December 18, 2009 at 13:55 h. in Council Chambers.

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

**2. ROLL CALL**

The following were present: Reeve Tammy Stewart, Councillors: Ed Aiston, Dave Foote, Jim Gibson and Bob Reid.

**3. DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF – None**

**4. ADOPTION of MINUTES of PREVIOUS MEETINGS (INCLUDING COMMITTEES) –**

(Resolution Prepared)

- Council Minutes

Resolution # 18/12/09/001

Moved by Councillor Aiston and seconded by Councillor Foote

**BE IT RESOLVED THAT** the minutes of the regular meeting of Friday, December 4<sup>th</sup>, 2009 be accepted as presented.

Carried

- Economic Development Committee Minutes –information only

- Report #18/12/09/201 Joint Economic Development Committee Membership

Resolution # 18/12/09/002

Moved by Councillor Aiston and seconded by Councillor Foote

**WHEREAS** after the first fall meeting of 2009 there was some concern by the Chair of the Joint Economic Development Committee (JEDC) with the number of attendees at the meeting from the Townships of Head, Clara & Maria with the Clerk and two members of Council present;

**AND WHEREAS** the Clerk and the Reeve had made a point of requesting permission approved by Mr. John Walden to attend that meeting;

**AND WHEREAS** the by-law establishing the committee allows for two representatives from each municipality;

**AND WHEREAS** the Clerk attended as staff;

**AND WHEREAS** at the meeting of December 8, 2009 a representative of the Swisha Economic Development Group attended the Joint Economic Development Committee and in fact gave a full report without being a dues paying member;

**AND WHEREAS** Swisha is about the same size as our municipality which pays \$4,500 annually towards the Joint Economic Development Committee;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby agree to formally request a review of the current pay structure for the Joint Economic Development Committee and the inclusion of Rapides des Joachim's in its membership with fair compensation being paid by all parties.

Carried

**Action: Clerk** – letter to Chair of the Joint Economic Development Committee requesting that this issue be attended to. Request for a new Term of Reference Document, a new agreement with a detailed fee structure and a request for Swisha to join the committee.

**5. DEPUTATIONS/PRESENTATIONS - none**

**6. CORRESPONDENCE & PETITIONS - none**

**7. CORRESPONDENCE INFORMATION ONLY** (Please advise if you feel any item warrants further consideration at a subsequent meeting.)

- City of Pembroke – re: support for CREATE and CRNL – information
- Durham Region – re: Ombudsman responsible for Hospitals - information
- Niagara-on-the-Lake – re: upper tiers passing benefits of provincial uploading to lower tiers - information
- Oshawa – re: province to mandate key holders and building superintendents - information
- County of Grey – re: study of health effects of wind turbines, and create regulations and guidelines for placement - information
- Land Use Council – re: unease with excessive power and inflated costs of district Conservation Officers - information

- Minister of Canadian Heritage and Official Languages – re: CRTC and Canadian broadcasting -information
- AMO Alert – re: Passage of Good Government Act, 2009 –information; question about when new Council takes over;
- AMO Alert – re: Auditor General's Report -information
- AMO Alert – re: Proposed Energy Consumer Protection Act -information

#### 8. STAFF REPORTS (For information only)

- Clerk's PA Goals 2010 – Report #18/12/09/202
- Clerk's Report – #18/12/09/203

Request from area CBOs to form a reciprocal agreement to cover absences. Each municipality will be a member and benefit from and provide staffing to the program. Preliminary inquiry.

**Action:** CBO will bring back to association who will draft a formal agreement. – OK'd in principle by Council, approved to proceed.

Request for Clerk to contact Fred Dean and request a training session update for Council and Library Board in lieu of services not received in 2009.

**Action:** Clerk to draft a letter of request.

- CBO's Annual Report #18/12/09/203-A

#### 9. FINANCIAL REPORTS

- Cheque Log Report #18/12/09/204

Resolution #18/12/09/003

Moved by Councillor Foote and Seconded by Councillor Aiston

**BE IT RESOLVED THAT** the Cheque Log to December 14, 2009 be accepted as presented.

Carried

#### 10. BY-LAWS

- 2009-31 Adopting the Municipal Emergency Management Program and Response Plan Report #18/12/09/209

Resolution #18/12/09/004

Moved by Councillor Aiston and Seconded by Councillor Foote

**BE IT RESOLVED THAT** By-Law 2009 - 31 being a by-law to adopt the Municipal Emergency Management Program and Emergency Response Plan as discussed at the Emergency Management Program Committee meeting of December 18, 2009 be read a first time short and passed.

Carried

#### 11. UNFINISHED BUSINESS (reports and resolutions prepared)

- Helipad and Garage Electrical Upgrades Report #18/12/09/205

Resolution #18/12/09/005

Moved by Councillor Foote and Seconded by Councillor Aiston

**WHEREAS** Council has set aside money sufficient to cover the costs of lowering the power line over Logger's Road to allow a line of sight sufficient for night helicopter landings for emergency purposes;

**AND WHEREAS** in order to complete the process the service to the Municipal garage needs to be removed from the North side of the building to the South side;

**AND WHEREAS** Council has set aside money sufficient for this purpose as well;

**AND WHEREAS** it is agreed that the wiring in the Municipal Hall is aged and needs replacing as well as relocation to accommodate light switches and receptacles to provide a safe and effective work environment;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby agree to commit to the garage re-wiring project for 2010, giving permission to proceed with a tender process as soon as possible;

**AND BE IT FURTHER RESOLVED** that Hydro One be contacted to proceed with their work lowering the power lines and relocating the service to the garage.

Carried

#### 12. ADDENDUM (NEW BUSINESS) (reports and resolutions prepared)

- Year End Reserve Funds Report #18/12/09/206

Resolution #18/12/09/006

Moved by Councillor Aiston and Seconded by Councillor Foote

**WHEREAS** the Council of the United Townships of Head, Clara & Maria allocated \$22,834 towards its share of various special projects in 2009 through the Infrastructure Stimulus Fund;

**AND WHEREAS** the provincial government has prepaid for some of these projects in the amount of \$10,000;

**AND WHEREAS** these projects have not yet commenced and will flow over to 2010;  
**AND WHEREAS** in the 2009 budget, money was removed from various other reserves committed to a specific purpose but not used in 2009;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby authorize the Treasurer to move the following to (reserve) funds to be utilized to specific purposes in the future:

- \$10,000 to Facility Management for the Infrastructure Stimulus Fund;
  - \$4,000 to Recreation Infrastructure for Parks and Boat Ramps;
  - \$2,000 to gravel crushing;
  - \$3,000 to Emergency Management Preparedness for electrical for the helipad;
  - \$30,000 to Disposal Sites – maintenance/replacement for purchases of the buffers and environmental studies; and
  - \$12,000 to Roads – Capital for upgrades to the Municipal Garage;
- Carried

- Performance Assessment Report #18/12/09/207

Resolution #18/12/09/007

Moved by Councillor Foote and Seconded by Councillor Aiston

**WHEREAS** the Council of the United Townships of Head, Clara & Maria has adopted a performance assessment policy and wage grid for use by management and Council to perform employee evaluations;

**AND WHEREAS** once an individual reaches the end of the salary grid, Step 5, the only increase in compensation is the result of a cost of living adjustment or a “bonus” based on merit;

**AND WHEREAS** some employees are at that level and are not in a position to achieve a merit award;

**AND WHEREAS** employee evaluations were completed this December for the 2009 year for the Clerk by Reeve Stewart and Councillor Aiston and for all other employees by the Clerk with assistance from employee supervisors where applicable, and with assistance from Ruth Morin our Treasurer for the 2008 year;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby approve the following recommendations based on completed assessments utilizing the current forms and grid:

That for the 2008 work year to be awarded January of 2009 and paid retroactively:

- Bob Labre receive a step increase; and
- Gayle Watters receive a step increase;

That for the 2009 work year to be effective January 1<sup>st</sup> 2010:

- Bob Labre receive a step increase;
- Gayle Watters receive a step increase;
- Melinda Reith receive a step increase;
- Tracy Pearce receive a step increase;
- Ruth Morin receives a merit increase.

Carried

- Retain Budget Format Report #18/12/09/208

Resolution #18/12/09/008

Moved by Councillor Aiston and Seconded by Councillor Foote

**WHEREAS** the Public Sector Accounting Board has implemented changes to accounting practices to allow for depreciation to provide a clearer picture of each municipality's net worth;

**AND WHEREAS** the new changes allow each municipality by resolution to change or maintain their current budget process and format depending on their needs;

**AND WHEREAS** until our auditor completes our year end audit amending existing practices it is easier to maintain our old budgeting format for comparative purposes;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby agree to retain the existing budget format for the 2010 year, allowing for changes to occur in the future.

Carried

- Adopt Recommendations from Emergency Management Committee #18/12/09/209

Resolution #18/12/09/009

Moved by Councillor Reid and Seconded by Councillor Gibson

**WHEREAS** our Essential Level Maintenance Checklist requires the fulfillment of a number of annual requirements to be compliant;

**AND WHEREAS** the Municipality of the United Townships of Head, Clara & Maria has completed all required elements through its Emergency Management Program Committee (EMPC);

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby adopt the following recommendations from the ECM to ensure 2009 compliance.

- That we investigate terms of agreement with the Red Cross, local restaurants, motels/hotels, clothing sources, ARES, possible evacuation sites and any other agency revealed through the course of our research which would provide a service to our residents/visitors in order to be better prepared should the need arise to evacuate, house, feed and care for individuals during a crisis situation;
- That we improve the call-out procedures for our volunteer assessors;
- That we add a complete job description for the volunteer assessors to our plan;
- That we consider creating kits for volunteer assessors with ID and various other supplies for storage at their homes for use during emergencies;
- That we research the implications of allowing the use of 4-wheelers for emergency management purposes with our insurer.
- The plan for next year is to perform in much the same way. The information is out there. We might need to look towards contacting radio and television stations etc. to determine what requirements there are to get messages out to the public. We can then advertise to the public through our newsletters where they should go for information about what is happening within the municipality in the event of an emergency.
- Website is always a good place to keep people updated. Need to advertise this more.
- That all persons volunteering for various EOC positions be trained in 2010 and cross trained so that they can fill in where needed. Red Cross may be able to assist with training and supervising during an actual emergency.

Carried

### 13. IN CAMERA OR CLOSED SESSION - none

### 14. QUESTIONS AND ANSWERS

- Vehicle – new truck; what has been decided – will let Council know in report at next meeting once a decision has been made; Have received at least one bid at a price consistent with estimates and requirements.
- Request for a letter to be sent to the Premier by Council – not to sell our provincial assets; Council has agreed in principle.
- **Action:** Councillor Gibson to draft a letter and forward to Clerk for circulation.

### 15. CONFIRMATION OF PROCEEDINGS

Resolution # 18/12/09/010

Moved by Councillor Aiston and Seconded by Councillor Foote

**BE IT RESOLVED THAT** By-Law 2009 - 30 being a by-law to confirm proceedings of the Council of the United Townships of Head, Clara & Maria at its meeting held on December 18, 2009 be read a first time short and passed.

Carried

### 16. ADJOURNMENT – (Resolution Prepared)

Resolution # 18/12/09/011

Moved by Councillor Foote and seconded by Councillor Aiston

**BE IT RESOLVED THAT** this meeting adjourn at 14:48 h to meet again Friday, January 15, 2010 at 14:00 h.

Carried

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Reeve – Tammy Stewart

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Clerk – Melinda Reith