

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

**April 20, 2012**

Minutes of a regular meeting of Council held on Friday, April 20, 2012 at 14:00 h. in the Township Hall.

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

**2. ROLL CALL**

The following were present Councillors: Dave Foote, Jim Gibson, Debbi Grills and Robert Reid. Late: Reeve Tammy Stewart

For Staff: Noella Lebreton, Treasurer, Melinda Reith, Clerk; Peter Harrington, Welch LLP. Approximately 4 members of the public and the media were present.

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

**4. DEPUTATIONS/PRESENTATIONS**

- i. Report #20/04/12/401- Annual Financial Statements - Peter Harrington, Municipal Auditor.

Resolution # 20/04/12/001

Moved by Councillor Reid and seconded by Councillor Grills

**WHEREAS** changes to Public Sector Accounting requires Council to formally adopt the audited financial statements on an annual basis;

**AND WHEREAS** Peter Harrington has attended Council on Friday, April 20, 2012 to answer questions about the financial statements from Council and staff;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby agree to formally adopt the Audited Financial Statements as presented;

Carried Unanimously

Peter briefly explained the contents of the audited financial statements. Some questions were asked by Council members for clarification and easily answered.

The floor was opened up to the gallery and Todd Dowser asked Peter if in his opinion the level of reserves was adequate. Peter explained that he could not speak to that as it was not his position to review the documents which determined the level required except for the disposal site closure and post-closure costs. He explained that he is required to contact the engineers to determine those levels; that they were high but Council was doing a good job at meeting future needs in current dollars. It was his opinion that Council was meeting these needs adequately. He spoke to the other reserves in general terms by stating that they are quite specific and that was OK but could not comment on the targets or the current levels.

Seeing no further questions, the resolution was read and passed.

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

- i. Council Minutes

Resolution # 20/04/12/002

Moved by Councillor Grills and seconded by Councillor Reid

**BE IT RESOLVED THAT** the minutes of the regular meeting of Friday, March 23, 2012 be accepted as presented.

Carried Unanimously

**6. CORRESPONDENCE & PETITIONS – None**

**7. CORRESPONDENCE**

- i. Petawawa Police Services Board – re: Highway 17 fatalities – **Action:** Clerk - resolution prepared for next meeting;
- ii. Ontario Provincial Police – re: new policing review board – information;

- iii. Upper Ottawa Valley Chamber of Commerce – re: local taxi service from local licensed facilities – not applicable as we have no regularly licensed facility – information;
- iv. Ontario Building Officials Association – re: introduction of new strategic plan – information;
- v. Emergency Management Ontario – re: effects of budget on funding – end to JEPP program – information;
- vi. City of Mississauga – re: telecommunication tower – information;
- vii. Township of Uxbridge – re: economic impact of cancellation of slots at racetrack program – **Action** : Clerk - support by letter;
- viii. Clinton Ekdahl – re: declaration of Day of the Honeybees – information;
- ix. AMO – re: municipal councillor training , Heads of Council 101– see Clerk if interested;
- x. AMO – re: municipal councillor training - What’s ahead in 2012 – see Clerk if interested;
- xi. AMO – re: municipal councillor training – Meetings to Meet your Needs – see Clerk if interested;
- xii. The Town of Deep River – re: request for expression of interest – AECL – information – already responded to;
- xiii. County of Renfrew – re: request for expression of interest – AECL – information;
- xiv. City of Pembroke – re: request for expression of interest – AECL – information;
- xv. AMO – re: Bill 20 – amend the Building Code Act to make retrofit of carbon monoxide detectors mandatory – **Action**: Clerk – to prepare a resolution for next meeting – support for changes but not in current form – implement on a go forward basis as BC changes in the past – unknown incalculable costs to municipalities, retroactive cost prohibitive;
- xvi. AMO – re: Provincial budget effects on municipalities – information;
- xvii. Ministry of Infrastructure and Transportation – re: Provincial budget – information;
- xviii. Todd Dowser – re: tipping fees for 2013 – **Action**: Clerk and Council - to be reviewed in 2012 – the by-law has been passed adopting these conditions, the Procedure By-law does not allow for review unless there is new information; This letter will be reviewed along with stats and by-law in 2013;
- xix. Municipal Advisory Committee – re: Algonquin Land Claim – invitation for Council members to attend confidential meeting. – information;

## 8. STAFF REPORTS

- i. Clerk’s Report #20/04/12/801 – information only
  - 1. Council agreed to allow free use of the hall for Missing Link Appreciation dinner.
  - 2. **Action**: Anyone with ideas to “celebrate long term employees” to bring it forward to the Clerk.
  - 3. **Action**: Clerk to price line markers for use for the ball diamond.
  - 4. Minor Variance

Reeve Stewart arrived at 14:45 h. Council Gibson as Alternate Head of Council stepped down but first reminded all in attendance that a digital recorder was being used in all meetings beginning with this one. Reeve Stewart assumed role of Chair.

Resolution # 20/04/12/002-A

Moved by Councillor Gibson and Seconded by Councillor Reid

**BE IT RESOLVED THAT** Mr. Walker of Bissett Creek, be granted a minor variance from the zoning by-law to erect a shed on his property.

Carried Unanimously

- 5. **Action**: Clerk – to order 60,000 bag tags from Labine Printers and mail to residents as soon as possible.

- ii. Treasurer’s Report #20/04/12/802 – information only

## 9. FINANCIAL REPORTS

- i. Income Statement

Resolution # 20/04/12/003

Moved by Councillor Reid and Seconded by Councillor Grills

**BE IT RESOLVED THAT** the Income Statement dated April 16, 2012 be accepted as presented.

Carried Unanimously

ii. Cheque Log

Resolution # 20/04/12/004

Moved by Councillor Grills and Seconded by Councillor Reid

**BE IT RESOLVED THAT** the Cheque log dated April 16, 2012, Journal entries J293 – J388 be accepted as presented.

Carried Unanimously

**10. BY-LAWS**

i. Report #20/04/12/1001

Resolution # 20/04/12/005

Moved by Councillor Reid and Seconded by Councillor Grills

**BE IT RESOLVED THAT** By-Law 2012-14 being a by-law to amend the Procedure By-Law be read a first and second time.

Carried Unanimously

**11. UNFINISHED BUSINESS**

i. Report 20/04/12/1101- Resolution of support - Penetanguishene

Resolution # 20/04/12/006

Moved by Councillor Foote and Seconded by Councillor Reid

**WHEREAS** the Town of Penetanguishene has forwarded a resolution for support of its request to Premier McGuinty to increase the Payment in Lieu of Taxes or PIL for Heads and Beds to more accurately reflect the costs of providing these services;

**AND WHEREAS** the Council of the United Townships of Head, Clara & Maria does agree that an increase in PILs is warranted and long overdue;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby support the enclosed resolution of the Town of Penetanguishene and requests the provincial government to meet with host communities to best determine an acceptable basis for determining a stable foundation for going forward for those costs.

Carried Unanimously

ii. Report 20/04/12/1102 – Resolutions of support – Killaloe

Resolution # 20/04/12/007

Moved by Councillor Reid and Seconded by Councillor Foote

**WHEREAS** the Township of Killaloe, Hagarty and Richards has requested support for their resolution for the amendment of the Ontario Building Code to allow for structural wood use in buildings up to 6 stories in height and to encourage municipal construction with wood as an option;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby join and support the Municipality of the Township of Killaloe, Hagarty and Richards in its request to lobby the provincial government to change the Ontario Building Code in an effort to support the Ontario forestry industry.

Carried Unanimously

iii. Report 20/04/12/1103 – Canada Goose Problems

Resolution # 20/04/12/008

Moved by Councillor Foote and Seconded by Councillor Reid

**WHEREAS** members of the public have complained that the mess created by the Canada Geese at Old Mackey Park significantly detracts from their enjoyment of the facility;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby agree to authorize staff to erect a temporary fence along the water's edge as a short term deterrent and allow a barrier of long dense grass to grow at the park edge;

**AND FURTHER THAT** Council approve the commencement of a long term plan of planting thick shrubs or grasses along the water's edge to provide a permanent barrier.

Carried Unanimously

Marlene Gibson requested an opportunity to speak and which was granted. She explained that prior to leaving Todd Dowser had asked her to share information concerning how they take care of the geese problem by running yellow rope along the shoreline.

**iv. Report 20/04/12/1104 – Composter Rebate Program**

Resolution # 20/04/12/009

Moved by Councillor Grills and Seconded by Councillor Foote

**WHEREAS** the goal of Council through the Waste Management By-Law adopted in December of 2011 is to reduce waste being landfilled and to encourage waste being diverted from landfill;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby authorize staff to implement a rebate program whereby residents who purchase commercial composters or the materials to build a composter will receive a refund of 75% of the cost of their materials up to a limit of \$50.00 after providing receipts to staff.

**AND FURTHER THAT** an overall program limit of \$2,800 be set. Once this limit has been reached, this program will end.

Carried Unanimously

**v. Report 20/04/12/1105 – Change of Title – CAO/Clerk**

Resolution # 20/04/12/010

Moved by Councillor Foote and Seconded by Councillor Grills

**WHEREAS** certain duties and responsibilities that are currently being performed by the Clerk are actually those of a Chief Administrative Officer;

**AND WHEREAS** Fred Dean, in his governance summary provided to Council in 2008 recommended that the Clerk be formally appointed to act as Chief Administrative Officer (CAO) to ensure that there is an employee with the legislated responsibility and authority under the Municipal Act;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby agree to formally adopt this title and appoint the Clerk to act as the CAO to be responsible for all duties associated with that position;

Carried Unanimously

**vi. Report 20/04/12/1106 – Harvey Creek Road**

Resolution # 20/04/12/011

Moved by Councillor Reid and Seconded by Councillor Grills

**WHEREAS** Council met with the Road Super in March to discuss the issue of repair of Harvey Creek Road;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby authorize staff to contact Ontario Power Generation to begin a process of acquiring or arranging a right of way over their lands to the west of Harvey Creek Road to allow maintenance which will meet road safety requirements;

**AND FURTHER** should OPG be willing that Council hereby authorizes staff to arrange a purchase following the Municipal Sale of Land By-Law.

Carried Unanimously

During discussion Councillor Gibson suggested that we ask OPG if they would be willing to give that small portion of this property to us for road purposes. The resolution was amended to change the word “purchasing” to “acquiring”.

**12. ADDENDUM (NEW BUSINESS)**

**i. Report #20/04/12/1201 – Old Mackey Park and Home Depot**

Resolution # 20/04/12/012

Moved by Councillor Grills and Seconded by Councillor Reid

**WHEREAS** risk management information sessions have brought the issue of access to the water at Old Mackey Park to staff attention;

**AND WHEREAS** the steep shoreline at the park is dangerous;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby authorize staff to plan a park improvement project and landscaping to ensure safe access to all users of the beach at Old Mackey Park;

**AND FURTHER** that Council authorizes staff to apply for grant funding under the Home Depot Community Grants Project.

Carried Unanimously

\*Opportunity for student volunteer hours.

- ii. Report #20/04/12/1202 – Request for funding transportation to Deux Rivieres for Canada Day

Resolution # 20/04/12/013

Moved by Councillor Grills and Seconded by Councillor Reid

**WHEREAS** Deux Rivieres residents have made it known that they feel distanced from the rest of the municipality;

**AND WHEREAS** the main municipal function of late has been the Canada Day celebrations;

**AND WHEREAS** an offer of transportation may be seen as a move to include Deux Rivieres residents;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby authorize staff to survey Deux Rivieres residents to determine a demand for and commitment to the use of hired transportation for Canada Day celebrations;

~~**AND FURTHER** that Council authorize staff to spend up to \$\_\_\_\_\_ on transportation for this specific purpose.~~

Carried Unanimously

Discussion included offers to use personal vehicles to volunteer their service for the cost of fuel. Councillor Reid expressed his concern with having to pick people up all the way from Deux Rivieres to the park including the campgrounds and the availability then of people to drink and use this vehicle for purposes other than intended - an excuse to drink at a non-licensed event.

**13. CLOSED SESSION** – Not required.

**14. BUSINESS ARISING FROM CLOSED SESSION** – Not applicable.

### **15. QUESTIONS AND ANSWERS**

- i. Councillor Reid wanted to make it clear that everyone knows that he operates a small business from his home; that he has recently performed work on municipal equipment and wanted to ensure that he was not in a position of Conflict of Interest.
  - 1. It was explained to Bob that as there was no decision of Council deliberated or made at the table of which he took part; there was no opportunity for conflict. This was an administrative decision; that in the past, prior to opening his business, the work could not be performed by him due to liability and insurance issues. Now that he is a business, we assume that he has the proper liability insurance so the work could not be completed locally.
- ii. Councillor Grills asked about the presentation from Mr. Watchorn of the MNR.
  - 1. It was explained to Debbie that the presentation was scheduled for May 4, 2012 and at this point we had not heard otherwise.
- iii. Councillor Foote asked about Robert Labre inspecting and providing a brief summary of the condition of the municipal building and whether or not it had been completed.
  - 1. It was explained that he had not performed this activity to date but would follow up in the near future.

- iv. The Clerk mentioned a few issues not included in the staff reports:
1. Staff has heard from Chris Belanger from MTO, they have obtained funds to work on the highway ditching near the top of Dunlop Crescent as well as the work near the bottom.
  2. Bob Labre is planning to provide a demonstration on the proper use of fire extinguishers at May Madness. He is working out the details.
  3. Cathy Ball-Boudreau had asked if Council had approved her request for \$100 to produce song books for community use.
    1. Council has requested additional detail prior to committing to this project.
    2. Marlene Gibson requested permission to speak which was granted. She shared that she had a little insight into the song book issue. That Cathy hosts a community get-together at her home where they play music and thought the books could be used there as well as for Canada Day and any other community social activities.
- v. Councillor Jim Gibson asked permission to bring material into the hall prior to Saturday the 12<sup>th</sup> for May Madness.
1. The Clerk explained that this was a decision of Council but in the past it was met with approval; the only caveat being that the material is clean as in the past, we had challenges with mice coming in with objects.

## 16. CONFIRMATION OF PROCEEDINGS

Resolution # 20/04/12/014

Moved by Councillor Reid and Seconded by Councillor Grills

**BE IT RESOLVED THAT** By-Law 2012-15 being a by-law to confirm proceedings of the Council of the United Townships of Head, Clara & Maria at its meeting held on April 20, 2012 be read a first time short and passed.

Carried Unanimously

## 17. ADJOURNMENT

Resolution # 20/04/12/015

Moved by Councillor Grills and seconded by Councillor Reid

**BE IT RESOLVED THAT** this meeting adjourn at 16:00 h to meet again Friday, May 4, 2012 at 13:00h.

Carried Unanimously

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Reeve – Tammy Lea Stewart

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Clerk – Melinda Reith