

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

September 21, 2012

Minutes of a regular meeting of Council held on Friday, September 21, 2012 at 14:00 h. in Council chambers.

1. CALL TO ORDER & MOMENT OF SILENCE

2. ROLL CALL

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

Staff: Melinda Reith, Clerk; 1 member of the media was present.

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

4. DEPUTATIONS/PRESENTATIONS - none

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

- i. Council Minutes – September 7, 2012

Resolution # 21/09/12/001

Moved by Councillor Foote and seconded by Councillor Grills

BE IT RESOLVED THAT the minutes of the regular meeting of Friday, September 7, 2012 be accepted as presented.

Carried/Defeated

6. CORRESPONDENCE & PETITIONS – None

7. CORRESPONDENCE

- i. Ontario Provincial Police – re: Invitation East Region Municipal Police Governance and Advisory Conference - information
- ii. CUPE – re: Child Care Worker and Early Childhood Educator Appreciation Day - information
- iii. AMO – re: report to members August 2012 Board Meeting - information
- iv. Government of Canada – re: National Seniors Day - information
- v. Your Ottawa Region – re: Denbigh Ambulance Service Saved – information – Councillor Gibson asked if there has been conversation at County about cost sharing. Reeve Stewart – yes it's been thrown out there but nothing specific.
- vi. Minister of Health – re: response to resolution regarding a National Strategy on Dementia - information
- vii. L1 – AMO – re: Ontario PC Bill introduced *Ability to Pay Act, 2012* - information
- viii. L2 - Minister of Finance – re: PIL for hydro-electric generating stations – information

Action: Clerk to provide a history of how the CPI decision was made and potentially what other cuts are coming down.

- ix. L3 – County of Renfrew – re: September newsletter - information
- x. L4 – Press Release County of Renfrew – re: Low Water Level and Drought 2 - information
- xi. L5 – Algonquin Land Claims – re: updates, newsletter and map - information

8. STAFF REPORTS

- i. Report #21/09/12/801 – Clerk's Report- information only
Monument – and Memorial celebration – nice to see some type of support; lay a wreath, representation from Council; Councillors Gibson and Grills to organize; Thank you to CFB but no thank you;

Schedule public meeting for Saturday, October 6, 2012 at 1:00

- ii. Report #21/09/12/802 – Treasurer's Report – information only
- iii. Report #21/09/12/803 – Reeve's Report – none provided prior to meeting;
 - 1. Family Health Team meeting – Tri-Council meeting in near future; funding, moving forward, new doctors, Ministry coming to tour facility. Request to locate the current cost sharing agreement. Staff have never seen that document.

2. Request from Warden Sweet to attend a future meeting. He is to contact the Clerk's office.

9. FINANCIAL REPORTS

i. Comparative Income Statement

Resolution # 21/09/12/002

Moved by Councillor Grills and Seconded by Councillor Foote

BE IT RESOLVED THAT the Comparative Income Statement dated September 17, 2012 be accepted as presented.

Carried Unanimously

ii. Cheque Log

Resolution # 21/09/12/003

Moved by Councillor Foote and Seconded by Councillor Grills

BE IT RESOLVED THAT the Cheque log dated September 17, 2012, Cheque #5959 to #5985 totalling \$31,246.18 be accepted as presented.

Carried Unanimously

iii. Performance Measurement – Efficiency and Effectiveness – information only; Congratulations to Noella on clear report.

Action: Clerk to see if MIDAS has access code for Council members.

10. BY-LAWS – none

11. UNFINISHED BUSINESS

i. Report #21/09/12/1101 – Policy on Council Education/Training – requires Council direction

Resolution # 21/09/12/004

Moved by Councillor Grills and Seconded by Councillor Foote

WHEREAS Council feels it is important to create a policy to outline steps for approval for spending for Councillor Education and training;

AND WHEREAS the attached policy addresses the issues that were of concern;

THEREFORE BE IT RESOLVED THAT the Council Education and Training policy is hereby adopted as amended.

Carried Unanimously

ii. Report #21/09/12/1102 – Upper Ottawa Valley Chamber of Commerce Proposal and Deputation

Resolution # 21/09/12/005

Moved by Councillor Foote and Seconded by Councillor Grills

WHEREAS the Upper Ottawa Valley Chamber of Commerce is lobbying for support in principle for the development of a feasibility study for the construction of a tourist destination centre combining a display of Nuclear Science and Technology with a municipally supported visitor information centre;

AND WHEREAS the Council of the United Townships of Head, Clara & Maria agrees that a destination attraction would benefit area residents and businesses including those in Head, Clara & Maria through increased area visitation and public awareness;

AND WHEREAS the financial viability of the communities of Deep River and Laurentian Hills will ultimately affect the quality of life for Head, Clara & Maria residents even if the new proposal does not directly benefit our municipality;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby agree to enter into an agreement in principle with the Upper Ottawa Valley Chamber of Commerce and others and authorizes employees to participate in the feasibility study process by providing information and support specifically towards financing and grant opportunities.

Carried

Action: Clerk to advertise with public meeting notice.

Recorded Vote

Councillor Foote	YES
Councillor Gibson	NO
Councillor Grills	YES
Councillor Reid	YES
Reeve Stewart	YES

iii. Report #21/09/12/1103 – Volunteer Appreciation

Resolution # 21/09/12/006

Moved by Councillor Grills and Seconded by Councillor Foote

WHEREAS community involvement is important to the continued viability of programs and events within our small community;

AND WHEREAS the same community members turn up to tirelessly volunteer when required;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby resolve to take steps to acknowledge and show appreciation for those individuals through a recognition program for 2012 with details to be implemented by staff;

AND FURTHER THAT this issue is added to the budget deliberations for 2013 to consider other options at that time.

Carried

Action: Clerk to move forward on implementing program. Name in the hat – made a draw for donated items – gift certificate? Flags? Etc. The Clerk is to work with Councillor Grills to come up with methods of recognition. Request that Council members forward names for recognition.

iv. Report #21/09/12/1104 – Resolutions of Support from Sept. 7th meeting
#1

Thunder Bay and Area Disaster Relief Committee

Resolution # 21/09/12/007

Moved by Councillor Foote and Seconded by Councillor Grills

WHEREAS areas of Thunder Bay have been declared disaster areas as a result of spring flooding;

AND WHEREAS the Thunder Bay and Area Disaster Relief Committee is charged with raising funds to be matched by the provincial government to provide financial assistance to the victims of the flooding;

AND WHEREAS the amount requested is minimal and the funds are available in our donations account;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby agree to donate \$100 towards assisting the residents of Thunder Bay recover from this disaster.

Carried Unanimously

#2

Resolution – Federal Long-Term Infrastructure Plan

Resolution # 21/09/12/008

Moved by Councillor Reid and Seconded by Councillor Gibson

WHEREAS municipalities in Ontario are responsible for the majority of infrastructure in the province and that infrastructure is an investment in the economic, social and cultural development and the environmental protection of our communities;

AND WHEREAS the Government of Canada is developing a new Long Term Infrastructure Plan for federal support for infrastructure in Canada; and

AND WHEREAS, despite increased investment in municipal infrastructure by municipal, provincial and federal orders of government in recent years, Ontario's municipalities still have a significant infrastructure deficit.

NOW, THEREFORE BE IT RESOLVED THAT, the Council of the United Townships of Head, Clara & Maria does hereby request that the Federal government consider the following:

THAT any new federal infrastructure support program must be long-term in its scope and horizon, ideally at least ten years, to help infrastructure investment partners tackle our significant infrastructure needs; and

THAT Ontario, as Canada's most populous province, should be allocated infrastructure support under any new federal infrastructure support commensurate with its population and economic importance; and

THAT any new federal infrastructure support program must recognize the number and variety of infrastructure systems owned, managed and operated by municipalities in Ontario and the critical supports these provide to local communities and economies by providing for an exclusive municipal allocation in any new federal infrastructure support program; and

THAT the priorities of local governments in Ontario, as defined by their long-term municipal asset management plans, must be recognized and eligible for direct federal support under any new federal infrastructure support program; and

THAT those municipalities that have or will have comprehensive asset management plans in place at the time the Federal program is in effect should be considered immediately eligible for any new infrastructure program funding from the federal government.

Carried Unanimously

12. ADDENDUM (NEW BUSINESS)

- i. Report #21/09/12/1201 – and Document– Approval of Municipal Maintenance Worker Health and Safety Procedures

Resolution # 21/09/12/009

Moved by Councillor Gibson and Seconded by Councillor Reid

WHEREAS Council deems it appropriate to not only have a general Municipal Health and Safety policy but also to have position specific policies;

AND WHEREAS the document presented covers most working conditions and guidelines for preventing stress or injury while on the job;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby adopt the Municipal Maintenance Worker Health and Safety Procedures document as amended.

Carried Unanimously

- ii. Report #21/09/12/1202 – Employee Annual Salary Review

Resolution #21/09/12/010

Moved by Councillor Gibson and Seconded by Councillor Reid

WHEREAS the employee salary grid review completed in 2010 recommended annual pay scale reviews to increase employee salaries to be more competitive with neighbouring municipal salaries;

AND WHEREAS it has been determined through evaluation of the County Salary Survey that Head, Clara & Maria employee salaries are in some cases the lowest in the county and in others next to lowest with the high range in HCM salaries lower than the low range for the majority of comparable positions;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby agree to increase the entire salary grid for the employees of the Municipality of the United Townships of Head, Clara & Maria by \$ _____ for 2013 to decrease the gap between HCM employee salaries with those of other local municipal employees;

AND FURTHER THAT this increase becomes effective on January 1, 2013.

Tabled until meeting of November 2, 2012

- iii. Report #21/09/12/1202 – Employee Retirement Plan or Pension

Resolution #21/09/12/011

Moved by Councillor Reid and Seconded by Councillor Gibson

WHEREAS research has shown that Canadians are facing increasing challenges in financing their retirements to a point where the Federal government is considering making employer retirement plans mandatory;

AND WHEREAS the Municipality of Head, Clara & Maria is one of only two remaining municipalities within the County which does not provide an employee pension or retirement plan;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby agree to implement a retirement savings plan effective January 1, 2013.

AND FURTHER THAT this plan shall be a Group RSP with employer contribution limits set by Council by resolution from time to time.

AND FURTHER THAT to start this Group RSP Council does hereby agree to contribute 4% of employee gross annual salary as their contribution.

AND FURTHER THAT the administration of this plan will be the responsibility of the Clerk and Treasurer through a recognized Canadian plan provider.

Tabled until November 2, 2012 meeting

Resolution #21/09/2012

Moved by Councillor Reid and Seconded by Councillor Gibson

BE IT RESOLVED THAT Motions 21/09/12/010 & 21/09/12/011 be tabled until the November 2 2012 meeting.

Carried Unanimously

Pension Report

Councillor Gibson - Mandatory for all employees, Municipality and employees should contribute equal amounts but employees have an opportunity to contribute more. There are very flexible options with a group RSP.

Action: Clerk to bring the resolution back in November. Councillor Gibson to review and bring suggestions/amendments back for consideration.

iv. Report #21/09/12/1202 – Request for increased funding for Employee education

Resolution #21/09/12/012

Moved by Councillor Gibson and Seconded by Councillor Reid

WHEREAS education and training of all staff is required and important to the successful completion of the aspects of their employment;

AND WHEREAS the funds allocated to employee education and training is limited;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby agree to increase the employee education budget allowance to \$5,000 per annum.

Carried Unanimously

v. Report #21/09/12/1202 – Fire Safety Plan Review – Procedures - Sign

Resolution #21/09/12/013

Moved by Councillor Reid and Seconded by Councillor Foote

WHEREAS the current Fire Safety Plan is outdated and ineffective;

AND WHEREAS the Council of the United Townships of Head, Clara & Maria are extremely concerned with the health and safety of the employees and the users of the community facility;

THEREFORE BE IT RESOLVED THAT THE Fire Plan and Procedures be adopted as presented to be implemented immediately.

Carried Unanimously

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

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

15. QUESTIONS AND ANSWERS

- i. Reeve Stewart - Public meeting do we put questions together so public will be ready to respond to them or can they ask for questions. Notice will be provided as usual with a request to submit questions prior to the meeting.
- ii. Councillor Foote – comments on the Reeve’s question of the Q&A from the previous minutes concerning an individual’s attendance at training and their need to be willing to recognize their weaknesses and be able to learn – as for the minutes - if it occurred, it is in the record.
- iii. Councillor Grills - Post office in Deux Rivieres; have we heard anything? Staff did not receive information until Sept. 17th and with a meeting week did not have time to complete the task. It will be completed next week.
- iv. Councillor Grills - Camp fire pit inspection for homeowners. Has this been moved on? Clerk and Councillor Gibson explained that it was on radar, and will be on agenda during the winter.

16. CONFIRMATION OF PROCEEDINGS

Resolution # 21/09/12/014

Moved by Councillor Gibson and Seconded by Councillor Reid

BE IT RESOLVED THAT By-Law 2012-25 being a by-law to confirm proceedings of the Council of the United Townships of Head, Clara & Maria at its meeting held on September 21, 2012 be read a first time short and passed.

Carried Unanimously

17. ADJOURNMENT

Resolution # 21/09/12/015

Moved by Councillor Reid and seconded by Councillor Gibson

BE IT RESOLVED THAT this meeting adjourn at 13:55 h to meet again Friday, October 5th 2012 at 14:00h.

Carried Unanimously

Reeve – Tammy Stewart

Clerk – Melinda Reith