

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

## Minutes December 13, 2013

Minutes of a regular meeting of Council held on Friday, December 13, 2013 at 14:00 h. in the Municipal Hall.

Upon noting that Reeve Stewart was not able to attend, the Clerk asked Councillor Gibson if as Alternate Head of Council he would chair the meeting.

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

### **2. ROLL CALL**

The following were present Councillors: Doug Antler, Jim Gibson, Debbi Grills and Bob Reid.

Absent: Reeve Stewart

Staff: Melinda Reith, Clerk, Noella LeBreton, Treasurer, 3 members of the public, 0 member of the media.

### **3. DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF -**

Pecuniary Interest applies to you if it applies to clubs/organizations you are involved in, or activities of your children, parents or spouse; – none

### **4. DEPUTATIONS/PRESENTATIONS - None**

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

#### i. Council Minutes – November 22, 2013

Resolution # 13/12/13/001

Moved by Councillor Reid and seconded by Councillor Gibson

**BE IT RESOLVED THAT** the minutes of the regular meeting of Friday, November 22, 2013 be accepted as presented.

Carried Unanimously

#### ii. Council Minutes – Special Meeting – December 5, 2013

Resolution # 13/12/13/002

Moved by Councillor Gibson and seconded by Councillor Reid

**BE IT RESOLVED THAT** the minutes of the special meeting of Thursday, December 5, 2013 be accepted as presented.

Carried Unanimously

#### iii. Library Board minutes for information only

1. November 12, 2013 – (Marlene Gibson available for questions)

### **6. CORRESPONDENCE & PETITIONS – not circulated**

### **7. CORRESPONDENCE**

- Hicks Morley – re: Mandatory Health and Safety Training – staff to follow up with contractors for health and safety training
- My FM – re: Bell Alliant and high Speed - information
- AMO – re: Recycling and Stewards - information
- Redi-Recycling – re: CIF and Service Excellence Project - information
- County of Renfrew – re: Emergency Minor Home Repair Assistance Program - information
- Champlain CCAC – re: Red Cross PSW strike - information
- OPP Upper Ottawa Valley Detachment – re: Community Mobilization & Engagement Model of Community Policing- Council to make a point of attending the meeting of December 17, 2013; mainly because of the billing.
- MMAH – re: Municipal Performance Measurement Program - information
- Killaloe-Hagarty-Richards – re: Industrial Wind Turbines and willing hosts - information
- Ministry of Natural Resources – re: Extension of Algonquin Park Leases

**Action:** Clerk to complete a recommendation for extension on the registry on behalf of Council.

- xi. Ecology Ottawa – re: Community Energy Network - information
- xii. Ontario Trillium Foundation – re: Projects and funding mandate - information
- xiii. Investor’s Digest of Canada – re: Northern Graphite - information
- xiv. TransCanada – re: Energy East Pipeline - information
- xv. AMO – re: update on Blue Box Program - information
- xvi. Killaloe Wood Products – re: offer of lease of chipping equipment – information
- xvii. L1 - Balla-Boudreau’s – re: support for employee pension – read out loud/information
- xviii. L2 - Tay Valley – re: OPP Alternative Billing Consultations – information
- xix. L3 – OAPSB – re: billing consultations – information
- xx. L4 – AMO – re: Running for Council course and documentation – ad in Newsletter – Council to host a session invite all interested – in front office provide a dedicated space to advertise Elections 2014
- xxi. Mel and Mike Theil – thank you for letting us play in your back yard

**8. STAFF REPORTS**

- i. Report #13/12/13/801 – Clerk’s Report – information and direction;

Resolution # 13/12/13/003-A

Moved by Councillor Grills and Seconded by Councillor Reid

**WHEREAS** the Comprehensive Zoning By-law 2004-12 and its amendments for the Municipality of the United Townships of Head, Clara & Maria does not include a map of specific zones due to the size and composition of the municipality;

**AND WHEREAS** Council has determined that all properties in HCM are zoned residential until and unless an exemption is made by Council;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby certify that the Zoning By-Law of Head, Clara & Maria does not in fact include zoning maps;

**AND FURTHER THAT** the properties to be utilized for the solar FIT projects in Deux Rivieres PIN # 57015-0005 and Mackey PIN # 57040-0006 are zoned as residential.  
Carried Unanimously

Resolution # 13/12/13/003

Moved by Councillor Reid and Seconded by Councillor Grills

**WHEREAS** Council acknowledges that there is a value in having people within the community who are willing to volunteer Smart Serve trained;

**AND WHEREAS** the costs are minimal from an organizational perspective;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby agree to spend \$275 towards training volunteers in SmartServe.

Carried Unanimously

- ii. Report #13/12/13/802 - Treasurer’s Report – information;

- iii. Report #13/12/13/802 - A Treasurer’s Report – Civic Address Training

**Action:** Clerk to place a notice in Newsletter asking people to check the reflectivity of their own sign; if it is not reflective, then contact staff. Council will determine options for replacement.

- iv. Report #13/12/13/803 – Reeve’s Report – none;

**9. FINANCIAL REPORTS**

- i. Cheque Log

Resolution # 13/12/13/004

Moved by Councillor Reid and Seconded by Councillor Grills

**BE IT RESOLVED THAT** the Cheque Log dated December 6, 2013 totalling \$190,210.23 be accepted as presented.

Carried Unanimously

- ii. Comparative Income Statement

Resolution #13/12/13/005

Moved by Councillor Grills and Seconded by Councillor Reid

**BE IT RESOLVED THAT** the Comparative Income Statement to December 6, 2013 be accepted as presented.

Carried Unanimously

## 10. BY-LAWS

### i. 2014 Budget By-law

Resolution #13/12/13/006

Moved by Councillor Reid and Seconded by Councillor Grills

**WHEREAS** the Council of the United Townships of Head, Clara & Maria have reviewed the options available for setting the total operating budget for 2014 and are cognizant of concerns of rate increases by members of the public;

**AND WHEREAS** a public meeting was held on Saturday, November 30, 2013 to explain the 2014 budget and to receive comments and concerns from members of the public;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby agree to adopt the budget as presented/amended and to insert the corresponding total of \$839,269 into the budget by-law so that it may be formally adopted at this meeting.

Carried Unanimously

Resolution #13/12/13/007

Moved by Councillor Grills and Seconded by Councillor Reid

**WHEREAS** Council has debated the budget by-law and made recommendations to employees as reflected in the total inserted;

**THEREFORE BE IT RESOLVED THAT** By-Law Number 2013 - 27 being a by-law to adopt the 2014 Operating Budget be read a first time short and passed.

Carried Unanimously

## 11. UNFINISHED BUSINESS

### i. Report #13/12/13/1101 – Resolution of Support – Seguin Township – re: OPP proposed billing model

Resolution # 13/12/13/008

Moved by Councillor Gibson and Seconded by Councillor Grills

**WHEREAS** the province has worked to formulate an alternative to the current OPP billing model which is deemed unfair to small municipalities with populations under 10,000 as it is partially based on a per household set rate of \$260 per annum as well as an additional fees based on deployment or calls which has as yet to be determined;

**AND WHEREAS** using only the base cost and the number of households as determined by MPAC of 343, the base fee for Head, Clara & Maria for Ontario Provincial Policing costs would rise to \$89,180 from approximately \$43,000 per year over doubling our costs;

**AND WHEREAS** various small municipalities have requested support in their lobby of the provincial government to affect change before this new model has become adopted;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby agree to join in the lobbying of the provincial government to take steps to re-evaluate the proposed funding model in exchange for something more fair to smaller municipalities noting that increased costs without the offset in funding is unsustainable in small municipalities with a limited tax base;

**AND FURTHER THAT** this resolution be circulated to area municipalities, the County, our MPP Mr. John Yakabuski and the provincial government for support and action.

Carried Unanimously

### ii. Report #13/12/13/1102 – Emergency Management Plan and Program Approval

Resolution # 13/12/13/009

Moved by Councillor Grills and Seconded by Councillor Gibson

**WHEREAS** staff have ensured that the annual municipal requirements under the Ontario Emergency Management and Civil Protection Act have been met by holding training for the Community Control Group, volunteers and staff members as well as completing a review of the plan and a call out and set up exercise;

**AND WHEREAS** annual compliance is mandatory;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby approve the 2013 activities, the 2014 Compliance Schedule which forms our program for 2014 and By-Law # 2012-26 dated November 2, 2012 adopting the Emergency Plan dated October 2012 as current as upon review no additional amendments were required;

Carried Unanimously

iii. Report #13/12/13/1103 – Wish List from Public Meeting  
Resolution # 13/12/13/010

Moved by Councillor Gibson and Seconded by Councillor Grills

**WHEREAS** Council held a public meeting on Saturday, November 30, 2013 which was attended by 12 members of the public as well as staff and Council;

**AND WHEREAS** a “wish list” was formulated to be pursued as funding opportunities become available;

**AND WHEREAS** some suggestions require additional research concerning liability;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby authorize staff to monitor and pursue funding opportunities for the following areas, pending due diligence and investigation:

1. Fire equipment to be housed in trailers, one each per community;
2. Equipment and programming for increased fitness sessions;
3. Ceiling mount projector, laptop and sound system for the hall;
4. Upgrades to the municipal and garage septic systems;
5. Enhancements to Old Mackey park in the form of a covered structure which could support cooking and washing for increased usage;
6. Potential hiring of a student to monitor the park usage;
7. The construction of a patio at the back of the hall;
8. High Speed internet service;

Carried Unanimously

iv. Report #13/12/13/1104 – Clerk’s Goals and Objectives 2014  
Resolution # 13/12/13/011

Moved by Councillor Grills and Seconded by Councillor Gibson

**WHEREAS** annual performance evaluations are required to ensure employees are meeting Council expectations and to provide feedback to the employee and employer alike;

**AND WHEREAS** a component of that appraisal is the creation of a list of goals and objectives for the Clerk for the upcoming year;

**AND WHEREAS** the following list has been shared with Council with no request for inclusions, deletions or amendments;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby agree to adopt the following list as the Clerk’s goals and objectives for 2014.

Carried Unanimously

v. Report #13/12/13/1105 – Date for Council Checklist – February 2014  
Resolution # 13/12/13/012

Moved by Councillor Gibson and Seconded by Councillor Grills

**WHEREAS** a Municipal Report Card has been provided to Council to assist as a review for Council and Staff to determine priorities for this last year of this term of Council;

**THEREFORE BE IT RESOLVED** that a meeting to review the document be set for Thursday, February 20, 2014 at 14:00h;

Carried Unanimously

vi. Report #13/12/13/1106 – Council/Staff Communications  
Resolution # 13/12/13/013

Moved by Councillor Antler and Seconded by Councillor Gibson

**WHEREAS** during the Clerk's Performance Appraisal on December 5, 2013 discussion ensued between Council members around the continued need for a "go between" with the Reeve and staff as per resolutions #20/05/11/006-A and #16/12/11/001-C with a request to readdress this situation;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby agree that resolution #16/12/11/001-C be rescinded;

**AND FURTHER THAT** until further notice or the completion of the 2014 Municipal Elections THAT Councillor Debbi Grills be the "go between".

Councillor Antler – yes  
Gibson – yes  
Grills – Yes  
Reid - No

Carried

## **12. ADDENDUM (NEW BUSINESS)**

i. Report #13/12/13/1201 – Approval of Library Board Budget

Resolution # 13/12/13/014

Moved by Councillor Gibson and Seconded by Councillor Antler

**WHEREAS** the Library Board is a subsidiary of Council with Council being ultimately responsible for the expenditures and finances of the Library and the Library Board;

**AND WHEREAS** the Library Board has worked with the Treasurer and Librarian to adopt a balanced and conservative budget for 2014;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby agree to accept and approve the Library Board Budget as presented.

Carried Unanimously

ii. Report #13/12/13/1202 – Employee Performance Appraisal Results

Resolution # 13/12/13/015

Moved by Councillor Antler and Seconded by Councillor Gibson

**WHEREAS** performance appraisals are tools used by supervisors to exchange information with employees to ensure that goals and expectations are being met and that the supervisor is providing the employee with all the tools and resources required to adequately meet the requirements of the job;

**THEREFORE BE IT RESOLVED THAT** the step increases as awarded by the Clerk to eligible staff members be approved by Council through this resolution, with any increases to become effective January 1, 2014.

Carried Unanimously

iii. Report #13/12/13/1203 – Change of January Meeting Date

Resolution # 13/12/13/016

Moved by Councillor Gibson and Seconded by Councillor Antler

**WHEREAS** personal commitments have come up which the Clerk needs to attend to on January 17, 2014 making her unavailable for the scheduled meeting;

**AND WHEREAS** Councillors Antler and Grills are also unavailable;

**THEREFORE BE IT RESOLVED** that the meeting of January 17, 2014 be cancelled.

Carried Unanimously

iv. Report #08/11/13/1204 – Purchase of Chairs and tables for the Municipal Hall

Resolution # 13/12/13/017

Moved by Councillor Gibson and Seconded by Councillor Grills

**WHEREAS** the improved and expanded municipal hall has a seating capacity of 205 people;

**AND WHEREAS** current chairs number approximately 80;

**AND WHEREAS** it is hoped that the New Year Eve's party will require additional seating capacity;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby agree to spend a maximum of \$5,000 on chairs and tables from the available remaining surplus;

Carried Unanimously

v. Report #08/11/13/1205 – Performance Review/Evaluation Protocol  
Resolution # 13/12/13/018

Moved by Councillor Grills and Seconded by Councillor Gibson

**WHEREAS** the Clerk's Performance Appraisal is currently to be completed by all members of Council as a committee;

**AND WHEREAS** an issue arose at the appraisal of December 5 which warranted some discussion;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby agree to amend the current process by completing some pre-preparation as a group prior to meeting with the employee.

Defeated Unanimously

**Action:** Clerk to revisit this issue and make proposals for change to Council at a future meeting but prior to 2014 year end reviews.

vi. Report #08/11/13/1206 – Ontario Minimum Wage  
Resolution # 13/12/13/019

Moved by Councillor Gibson and Seconded by Councillor Reid

**WHEREAS** the general Ontario minimum wage has been at \$10.75 since March 31, 2010;

**AND WHEREAS** there is no predictable system to determine when minimum wages change,

**AND WHEREAS** the percentage of workers earning minimum wage continues to increase,

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara, and Maria asks the federal and provincial governments by copy of this resolution to:

1. Raise the general minimum wage for 2014 to \$14.00 per hour; and
2. Pick an annual anniversary date for minimum wage adjustments; and
3. Adjust the general minimum wage by the previous year's consumer price index annual inflation rate; and
4. Review this process every five years to ensure the general minimum wage does not decrease in relation to the average Canadian and Ontario general hourly wage;

**AND FURTHER THAT** this resolution be circulated to the appropriate Federal and Provincial ministries, the Premier the Prime Minister, our MP Cheryl Gallant, Our MPP John Yakabuski and local municipalities for support.

Carried Unanimously

vii. Solar FIT  
Resolution # 13/12/13/019 - 02

Moved by Councillor Antler and Seconded by Councillor Grills

**WHEREAS** capitalized terms not defined herein have the meanings ascribed to them in the FIT Rules, Version 3.0.

**AND WHEREAS** 2399078 Ontario Inc. (the "Applicant") proposes to construct and operate a Solar Project up to 500kW (the "Project") on LT 9 CON A HEAD; HEAD CLARA MARIA (PIN 57040-0006) (the "Lands") in the United Townships of Head, Clara & Maria under the Province's FIT Program;

**AND WHEREAS** the Applicant has requested that Council of the United Townships of Head, Clara & Maria indicate by resolution Council's support for the construction and operation of the Project on the Property;

**AND WHEREAS**, pursuant to the FIT Rules, Version 3.0, Applications whose Projects receive the formal support of Local Municipalities will be awarded Priority Points, which may result in the Applicant being offered a FIT Contract prior to other Persons applying for FIT Contracts;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria supports the construction and operation of the Project on the Lands.

This resolution's sole purpose is to enable the Applicant to receive Priority Points under the FIT Program and may not be used for the purpose of any other form of municipal approval in relation to the Application or Project or any other purpose.

FIT reference number: \_\_\_\_\_  
(The reference number must be inserted by the Applicant in order for the resolution to comply with the FIT rules, even where Local Municipal letterhead is used. This is not to be inserted by the Local Municipality.)

Carried Unanimously

Resolution #13/12/13/019 – 03

Moved by Councillor Grills and Seconded by Councillor Reid

**WHEREAS** capitalized terms not defined herein have the meanings ascribed to them in the FIT Rules, Version 3.0.

**AND WHEREAS** 2399078 Ontario Inc. (the "Applicant") proposes to construct and operate a Solar Project up to 500kW (the "Project") on CON B PT LOTS 12 13 CLARA; HEAD CLARA MARIA (roll number 4798 00025 05000) (the "Lands") in the United Townships of Head, Clara & Maria under the Province's FIT Program;

**AND WHEREAS** the Applicant has requested that Council of the United Townships of Head, Clara & Maria indicate by resolution Council's support for the construction and operation of the Project on the Property;

**AND WHEREAS**, pursuant to the FIT Rules, Version 3.0, Applications whose Projects receive the formal support of Local Municipalities will be awarded Priority Points, which may result in the Applicant being offered a FIT Contract prior to other Persons applying for FIT Contracts;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria supports the construction and operation of the Project on the Lands.

This resolution's sole purpose is to enable the Applicant to receive Priority Points under the FIT Program and may not be used for the purpose of any other form of municipal approval in relation to the Application or Project or any other purpose.

FIT reference number: \_\_\_\_\_  
(The reference number must be inserted by the Applicant in order for the resolution to comply with the FIT rules, even where Local Municipal letterhead is used. This is not to be inserted by the Local Municipality.)

Carried Unanimously

### 13. CLOSED SESSION – Under the *Municipal Act* – s. 239 (2) (g)

Resolution # 13/12/13/020

Moved by Councillor Reid and Seconded by Councillor Gibson

**WHEREAS** under s. 239 (2) of the *Municipal Act* certain information may be discussed in closed meetings with (b) personal matters about an identifiable individual, including municipal or local board employees being one such area;

**AND WHEREAS** Council wishes to meet in closed session to review the specifics of the recommendations made following the Clerk's performance appraisal;

**THEREFORE BE IT RESOLVED THAT** in order to provide additional information to Staff that the Council of the United Townships of Head, Clara & Maria does hereby agree to enter into closed session at 17:00h.

Carried Unanimously

Resolution #13/12/13/021

Moved by Councillor Gibson and Seconded by Councillor Reid

**BE IT RESOLVED THAT** this meeting comes out of closed session at 17:07h. and the public portion of the meeting continue.

Let it be public record that no business of Council was advanced during this closed session and that Council provided direction to staff as per municipal policy.

Carried Unanimously

#### **14. BUSINESS ARISING FROM CLOSED SESSION**

Resolution #13/12/13/022

Moved by Councillor Gibson and Seconded by Councillor Grills

**WHEREAS** Council has a performance pay and merit policy to determine staff wages;

**AND WHEREAS** this system has an element to reward superlative performance;

**AND WHEREAS** in 2013 the Municipal Clerk has demonstrated to Council performance that far exceeds job expectations;

**AND WHEREAS** this performance is well above and beyond the clerk's job description,

**THEREFORE BE IT HEREBY RESOLVED** that a onetime merit payment will be made to reward the Clerk's superlative performance for 2013.

Carried Unanimously

#### **15. QUESTIONS AND ANSWERS - none**

#### **16. CONFIRMATION OF PROCEEDINGS**

Resolution # 13/12/13/023

Moved by Councillor Grills and Seconded by Councillor Gibson

**BE IT RESOLVED THAT** By-Law 2013-26 being a by-law to confirm proceedings of the Council of the United Townships of Head, Clara & Maria at its meeting held on December 13, 2013 be read a first time short and passed.

Carried Unanimously

#### **17. ADJOURNMENT**

Resolution # 13/12/13/024

Moved by Councillor Gibson and seconded by Councillor Reid

**BE IT RESOLVED THAT** this meeting adjourn at 17:10 h. to meet again Friday, February 21, 2014 at 14:00 h.

Carried Unanimously

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Reeve – Tammy Lea Stewart

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Clerk – Melinda Reith