

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

**Minutes November 13, 2015**

Minutes of a regular meeting of Council held on Friday, November 13, 2015 at 14:00 h. in the Municipal Hall.

1. **CALL TO ORDER & MOMENT of 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 were present Mayor Gibson Councillors: Dave Foote, Debbi Grills and Bob Reid.

**Staff:** Melinda Reith, Clerk/CAO, Noella LeBreton, Treasurer; 1 members of the public +2

**Absent/Excused:** Calvin Chartrand

**Late:** n/a

3. **RECITAL OF THE MUNICIPAL MISSION AND VISION STATEMENTS**

**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**

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

5. **DEPUTATIONS/PRESENTATIONS – none**

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

i. Council Minutes – October 16, 2015

Resolution # 13/11/15/001

Moved by Councillor Grills and seconded by Councillor Reid

**BE IT RESOLVED THAT** the minutes of the regular meeting of Friday, October 16, 2015 be accepted as presented.

Carried Unanimously

ii. Mayor's Meeting Minutes

1. October 6, 2015 – information

2. November 6, 2015 – information

**Action:** Treasurer to determine effort to insert line item on tax bill to reflect policing costs

iii. Library Board Minutes

1. September 9, 2015 – information

iv. Recreation Committee Minutes

1. October 21, 2015 – information

2. October 28, 2015 - information

7. **CORRESPONDENCE & PETITIONS – none**

i. North Renfrew Family Services (Christmas Basket Program) – request for donations

Resolution # 13/11/15/002

Moved by Councillor Grills and seconded by Councillor Foote

**WHEREAS** Council deems it important to continue to support the Community Christmas Basket Program;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby authorize staff to forward \$80 to the North Renfrew Family Service Community Christmas Basket Program as requested by the letter received from Beta Sigma Phi.

Carried Unanimously

- ii. Laurentian Hills – re: Auto Extrication not able to provide services

**Action:** make notice of Council's actions and Laurentian Hills' decision in next Newsletter

- iii. Trans Canada – re: news release Energy East - information
- iv. Canadian Energy Pipeline Association – re: Pipeline Industry Performance Report – information
- v. Energy East – re: updates – information
- vi. Energy East – re: updates emergency management and pipeline safety – information

**Action:** Mayor Gibson to attend approved by consensus

- vii. TransCanada – re: Energy East Safety training – information
- viii. TransCanada – re: Energy East Pipeline Safety – information
- ix. Carmen Gould Ministry of Tourism, Culture and Sport – re: *Culture Talks* sessions – information
- x. AMO Communications – re: September Board Meetings – information
- xi. County of Essex – re: Trans Pacific Partnership - information
- xii. Ministry of Attorney General – re: Protection of Public Participation Act – information
- xiii. Town of Arnprior – re: Communication Systems – information
- xiv. Monica Mulvihill – re: update to Deep River Demographic and Housing Survey – information
- xv. Ontario Energy Board – re: Electricity Support Program – information
- xvi. Greyhound Bus lines – re: response to letter from Mayor – information
- xvii. MMAH – re: Thank you – information
- xviii. MNR&F – re: Ottawa Valley Forest Management Plan – information
- xix. Betty Condie – re: Request for support/financing for the Ontario Royal Canadian Legion Ladies Auxiliary 2016 – information

**Action:** Resolution back to next meeting for ¼ page ad

- xx. Pipeline Awareness Renfrew County – re: This Changes Everything movie showing – information

**Action:** Invite the public and neighbours when the Pipeline Awareness Renfrew county present to Council

- xxi. Science Academy – re: request for support – information
- xxii. L1 - Renfrew County Stewardship Forum – re: Watershed Planning meeting – information
- xxiii. L2 – Giving Matters – re: DRDH Foundation – Newsletter – distribute through email system – approved by Council

**Action:** Staff to circulate via email contact list.

## 8. STAFF REPORTS

- i. Report #13/11/15/801 – Clerk's Report – information

Resolution # 13/11/15/003

Moved by Councillor Foote and seconded by Councillor Reid

**WHEREAS** Council determined in 2013 that it would participate in the CWL Community Christmas party by not only donating the hall but by funding children's gifts and crafts;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby authorize staff to spend up to \$100 for this purpose as Council's contribution to the Community Christmas Pot Luck, which is open to everyone in the community.

Carried Unanimously

Resolution # 13/11/15/004

Moved by Councillor Grills and seconded by Councillor Reid

**WHEREAS** a funding opportunity for long term projects celebrating Canada's 150<sup>th</sup> birthday is being offered through the Department of Canadian Heritage;

**AND WHEREAS** an event of some significance will require advance planning and extra funding;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby authorize staff to investigate the forming of a sub-committee of the Recreation Committee to work towards a significant celebration for Canada Day 2017;

**AND DOES FURTHER** authorize Melinda Reith, Clerk to apply for funding through the Canada 150 program to finance Canada Day 2017 programming and events.

Carried Unanimously

- ii. Report #13/11/15/802 – Treasurer's Report – information
- iii. Report #13/11/15/802-A – Treasurer's Report – Investment Seminar - information
- iv. Report #13/11/15/803 – Mayor's Report – information
  - 1. Shaw Woods – promotion of forestry within the county over the years.
  - 2. Invitation to Unity and Diversity Dinner. Tickets available if someone wants to attend.
  - 3. CPAC meeting.
    - 1. New staff sergeant – Karl Duewell, Nancy Graves has been transferred.
    - 2. Beth Ethier, community relations – now community rationalization position. Planning for community presence and programs.
    - 3. OPP "speed spy" – excessive number of speeding complaints – to be used as requested in specific locations to record facts.
    - 4. Dan Parks – PR enforcement assigned to snowmobiling.
    - 5. Fire Departments asking OPP to release from scene asap.

**Action:** Notify OPP of lack of auto-ex support for HCM.

- 6. Crime stats.

## 9. FINANCIAL REPORTS

- i. Cheque Log

Resolution #13/11/15/005

Moved by Councillor Reid and Seconded by Councillor Foote

**BE IT RESOLVED THAT** Report #13/11/15/901 being the Cheque Log dated November 1, 2015 totalling \$29,178.60 be accepted as presented.

Carried Unanimously

- ii. Comparative Income Statement

Resolution #13/11/15/006

Moved by Councillor Reid and Seconded by Councillor Grills

**BE IT RESOLVED THAT** the Comparative Income Statement from January 1, 2015 to November 1, 2015, Report #13/11/15/902 be accepted as presented.

Carried Unanimously

## 10. BY-LAWS - none

## 11. UNFINISHED BUSINESS

- i. Report #13/11/15/1101 – Unopened Road Allowance Lease Agreement – Northern Graphite

Resolution #13/11/15/007

Moved by Councillor Grills and Seconded by Councillor Reid

**WHEREAS** an agreement for the use of a mining company of unopened municipal road allowances is uncharted territory with the potential for unforeseen challenges;

**AND WHEREAS** consult with the County planning department recommends seeking legal opinion;

**THEREFORE BE IT RESOLVE THAT** the Council of the United Townships of Head, Clara & Maria does hereby authorize staff to refer this issue to the municipal solicitor for agreement review and advice.

Carried Unanimously

**Action:** Clerk to contact Northern Graphite about paying for the legal costs. They will be expected to pay legal costs should an agreement be reached.

**Action:** Clerk to draft unopened road allowance policy with county consultation; seeking legal advice to be brought to council in future.

## 12. ADDENDUM (NEW BUSINESS)

i. Report #13/11/15/1201 – Budget 2016

Resolution #13/11/15/008

Moved by Councillor Foote and Seconded by Councillor Reid

**WHEREAS** it is anticipated that an unaudited surplus in excess of \$130,000 will be realized for the 2015 fiscal year;

**AND WHEREAS** staff have reviewed the reserves as set by Council in 2015 and have recognized some important purchases which require decision by Council;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby authorize the following funds be allocated to reserves for future use:

1. \$5,000 – Emergency Management – Improved Communications – legislated requirement;
2. \$4,000 – Archival Storage;
3. \$4,000 – Roads Truck;
4. \$3,000 – Disposal Site Truck totalling \$16,000.

**AND FURTHER THAT** Council does hereby authorize the purchase of the following items, again with funds to be taken from the 2015 surplus:

1. \$9,000 – purchase of plow for roads truck.
2. \$5,000 – Beverage refrigerator – liquor/beer storage.
3. \$600 – aprons/T-shirts for volunteer recognition during events and appreciation.
4. \$100 – proper Christmas decorations/lights for the municipal office exterior totalling \$14,700.

Carried Unanimously

Resolution #13/11/15/009

Moved by Councillor Grills and Seconded by Councillor Foote

**WHEREAS** the Council of the United Townships of Head, Clara & Maria has reviewed the options available for setting the total operating budget for 2016;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby agree to utilize option number 1 and directs staff to insert the corresponding budget total into the by-law so that it may be formally adopted at the Council meeting in December pending public circulation and possible further amendment.

Carried Unanimously

**Action:** Public meeting – they are not participating; use social media.

**Action:** Clerk to bring a specific resolution to allocate the \$16,670 surplus for the next meeting as per Council direction.

- Recreation funding one day per week primarily for recreation purposes.
- \$10,000 remaining contingency for boat launch infrastructure.
- A new camera.

ii. Report #13/11/15/1202 – Recreation Budget 2016 and Accomplishments 2015

Resolution #13/11/15/010

Moved by Councillor Foote and Seconded by Councillor Reid

**WHEREAS** the Recreation Committee, with staff assistance, have drafted a budget for 2016 including some purchasing decisions which align with past Council practise and policy;

**THEREFORE BE IT RESOLVED THAT** The Council of the United Townships of Head, Clara & Maria does hereby accept the draft Recreation Budget as presented.  
Carried Unanimously

Resolution #13/11/15/011

Moved by Councillor Reid and Seconded by Councillor Foote

**WHEREAS** the Recreation Committee has raised funds for and would like to purchase and install a play structure on the municipal grounds in Stonecliffe;

**AND WHEREAS** the Recreation Committee has raised the funds required for and has ordered a slide for Old Mackey Park as per previous Council approval;

**AND WHEREAS** Council has ultimate authority over capital purchases and municipal property;

**THEREFORE BE IT RESOLVED THAT** Council does hereby authorize staff to purchase and install, on municipal property in Stonecliffe, a play structure purchased with recreation committee raised funds and including \$2,000 committed to the purchase of a slide by Council in 2013.

Carried Unanimously

13. **CLOSED SESSION** – none

14. **BUSINESS ARISING FROM CLOSED SESSION** – n/a

15. **QUESTIONS AND ANSWERS** - none

16. **CONFIRMATION OF PROCEEDINGS**

Resolution # 13/11/15/012

Moved by Councillor Reid and Seconded by Councillor Grills

**BE IT RESOLVED THAT** By-Law 2015 - 21 being a by-law to confirm proceedings of the Council of the United Townships of Head, Clara & Maria at its meeting held on Friday, November 13, 2015 be read a first time short and passed.

Carried Unanimously

17. **ADJOURNMENT**

Resolution # 13/11/15/013

Moved by Councillor Grills and seconded by Councillor Reid

**BE IT RESOLVED THAT** this meeting adjourn at 16:13

h. to meet on Friday, December 11, 2015 at 14:00 h.

Carried Unanimously

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Mayor – Jim Gibson

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Clerk – Melinda Reith