



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

Minutes June 10, 2016

Minutes of a regular meeting of Council held on Friday, June 10, 2016 at 14:09 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: Calvin Chartrand, Dave Foote, and Debbi Grills.

Staff: Melinda Reith, Clerk/CAO, Noella LeBreton, Treasurer; Crystal Fischer, Admin Assistant.

Absent/Regrets: Councillor Bob Reid

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 – May 13, 2016

Resolution # 10/06/16/001

Moved by Councillor Foote and seconded by Councillor Grills

BE IT RESOLVED THAT the minutes of the regular meeting of Friday, May 13, 2016 be accepted as presented.

Carried Unanimously

- ii. Rural Mayor's Forum Eastern Ontario Meeting Minutes
 1. May 6, 2016 - information

- iii. Library Board Minutes
 - i. April 6, 2016 – information
 - ii. May 9, 2016 - information

- iv. Recreation Committee Minutes
 1. May 18, 2016 - information

7. **CORRESPONDENCE & PETITIONS**

- i. Federal Minister of Transport – re: Auto-Extrication – information
- ii. Federal Minister of Infrastructure and Communities – re: Auto-Extrication – information
- iii. Trans Canada – re: Energy East Consolidated Application Filing – information
- iv. County of Renfrew – re: Renfrew County Fire Communications System Study – information
- v. Township of Augusta – re: Lyme Disease – information
- vi. Canadian Red Cross – re: Closure of the Pembroke Branch office – information

- vii. Ontario Provincial Police – re: 2016 initiatives – information
- viii. Arnprior – re: Request for Support – Unfair Treatment of Children with Autism Spectrum Disorder

Action: Clerk to prepare a resolution for support September meeting

- ix. AMO Communications – re: Bill 181, The Municipal Elections Modernization Act - information
- x. AMO Communications – Clarity on Ontario Climate Change Action Plan – information
- xi. Renfrew County – re: Communique – information

Action: Clerk - From this point forward – include Pikwakanagan in information circulated within the county.

- xii. L1 – RMFEO – re: Press Release OPP/MPAC – information
- xiii. L2 – AMO Communication – re: Members’ Legislative Update - information

8. STAFF REPORTS

- i. Report #10/06/16/801 – Clerk’s Report – information
- ii. Report #10/06/16/802 – Treasurer’s Report – information
- iii. Report #10/06/16/803 – Mayor’s Report – information
 - 1. Housing Committee
 - 1. Changes to Building Code re: stairs – rise and run;
 - 2. Housing and paramedic visit program;
 - 2. RMFEO
 - 1. OPP costing and MPAC;
- iv. Report #10/06/16/804 – Admin Assistant – Municipal Waste Association - information
- v. Report #10/06/16/805 – Admin Assistant - information

9. FINANCIAL REPORTS

- i. Cheque Log

Resolution #10/06/16/002

Moved by Councillor Chartrand and Seconded by Councillor Foote

BE IT RESOLVED THAT Report #10/06/16/901 being the Cheque Log to June 7, 2016 totalling \$123,232.32 be accepted as presented.

Carried Unanimously

- ii. Comparative Income Statement

Resolution #10/06/16/003

Moved by Councillor Foote and Seconded by Councillor Grills

BE IT RESOLVED THAT the Comparative Income Statement from January 1, 2016 – June 7, 2016, Report #10/06/16/902 be accepted as presented.

Carried Unanimously

- iii. Tax Arrears List

Resolution #10/06/16/004

Moved by Councillor Grills and Seconded by Councillor Foote

BE IT RESOLVED THAT the Tax Arrears Report from 2010 to June 2016 be received as information.

Carried Unanimously

10. BY-LAWS - none

11. UNFINISHED BUSINESS

- i. Report #10/06/16/1101 – Policy on Memorials, Donations and Municipal Property

Resolution #10/06/16/005

Moved by Councillor Foote and Seconded by Councillor Grills

WHEREAS requests to erect memorials and other donations within the municipality would be better addressed by adhering to pre-established policy and guidelines;

AND WHEREAS Council has had the opportunity to review, question and amend the attached policy;

THEREFORE BE IT RESOLVED THAT THE Council of the United Townships of Head, Clara & Maria does hereby adopt the policy entitled "POLICY AND GUIDELINES FOR Installation of Private Memorials and Donations on Municipal Property" as presented at this meeting.

Carried Unanimously

Action: bench at OMP requires repair.

ii. Report #10/06/16/1102 – Support – Niagara and Lyme Disease
Resolution #10/06/16/006

Moved by Councillor Chartrand and Seconded by Councillor Foote

WHEREAS the Municipality of Niagara Region has requested support in its lobby to the province to increase testing and treatments for Lyme disease;

AND WHEREAS the Council of the United Townships of Head, Clara & Maria does agree that this disease has long term detrimental consequences which may be better managed through improved testing and treatment;

THEREFORE BE IT RESOLVED THAT this Council does hereby join in that request and asks that the Premier of Ontario, through the Minister of Health and related associations move to increase response to this growing problem.

Carried Unanimously

iii. Report #10/06/16/1103 – Support – Tay and Insurance Changes
Resolution #10/06/16/007

Moved by Councillor Foote and Seconded by Councillor Grills

WHEREAS the Corporation of the Township of Tay is requesting that the province make long term comprehensive changes to the current insurance system in Ontario including amendments to joint and several liability insurance;

AND WHEREAS this Council has supported and requested amendment in the past and continues to do so recognizing that amongst many other situations, with the current lack of auto-extrication services within our boundaries, the municipality is exposed to the potential for liability, without fault or responsibility, simply due to joint and several liability;

THEREFORE BE IT RESOLVED THAT The Council of the United Townships of Head, Clara & Maria does hereby join with the Township of Tay to request that the province take immediate steps to change the existing insurance scheme in Ontario, amending joint and several liability removing the significant burden on municipalities and ratepayers due to high tax rates in part due to increased premiums as a result of litigation and claims costs.

Carried Unanimously

iv. Report #10/06/16/1104 – Support – Laurie Scott, MPP and Human Trafficking
Resolution #10/06/16/008

Moved by Councillor Foote and Seconded by Councillor Grills

WHEREAS Council has received and reviewed background information provided by MPP Laurie Scott;

AND WHEREAS human trafficking is a heinous crime that has been referred to as modern day slavery;

AND WHEREAS human trafficking is one of the fastest growing crimes that starts and stays in Canada, targeting victims – 90 percent of which are Canadian-born and predominantly female, averaging the age of 14;

AND WHEREAS Ontario is a major hub of human trafficking in Canada, and victims are lured, manipulated and coerced, often over the internet from every part of Ontario;

AND WHEREAS human trafficking is in our neighbourhoods and our communities;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria support Bill 158, *Saving the Girl Next Door Act, 2016*, support MPP

Laurie Scott's motion for a multi-jurisdictional and coordinated task force of law enforcement agencies, Crown prosecutors, judges, victims' services and frontline agencies;

AND FURTHER THAT a copy of this resolution be forwarded to the Premier of Ontario, our MPP John Yakabuski and county municipalities for support.

Carried Unanimously

v. Report #10/06/16/1105 – Support – South Algonquin and Wolf Harvest
Resolution #10/06/16/009

Moved by Councillor Chartrand and Seconded by Councillor Foote

WHEREAS the Municipality of the United Townships of Head, Clara & Maria is one of the 39 municipalities referred to in the resolution of the Municipality of South Algonquin concerning the ban of the harvest of wolf and coyotes outside of Algonquin Park;

AND WHEREAS anecdotal evidence suggests that there has been a significant increase in the wolf and coyote populations within our municipality based on the reported number of human/pet and wolf/coyote encounters;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby support the position of the municipality of South Algonquin and the enclosed resolution and requests that the province through the Ministry of Natural Resources and Forestry reconsiders its current position and rescinds the ban on harvest of these animals placing adequate consideration on public safety during debate.

AND FURTHER THAT copies of this resolution be circulated to county municipalities for support as well as John Yakabuski MPP, Renfrew-Nipissing-Pembroke, Laurie Scott MPP, Haliburton-Kawartha Lakes-Brock, Norm Miller MPP, Parry Sound-Muskoka and Vic Fedeli MPP, Nipissing.

Carried Unanimously

vi. Report #10/06/16/1106 – Employee Remuneration/Salary Grid Adjustment

Resolution #10/06/16/010

Moved by Councillor Foote and Seconded by Councillor Grills

WHEREAS the municipal employee salary grid was last adjusted in 2013 and requires at least a two year review to ensure parity to comparable external market wages;

AND WHEREAS national salary increases across all areas have amounted to 3-4% per year over the past three years;

AND WHEREAS the employee grid compared to information received from the County Salary Review, using rates for Townships only and not the larger towns, shows individual positions differing from between 8 to 56 percent;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby approve a salary increase, across the grid of ____% to attempt to bring Head, Clara & Maria staff salaries closer to fair market values, considering that our situation is not the same as some of the others quoted;

AND FURTHER THAT individual employee pay adjustments be made as per their position on the pay grid as of January 1, 2016 and paid retroactively to that date.

Deferred to Sept. 2016 - meeting with full council.

Action: Contact neighbours to the west for comparables. Provide council with vacation schedule and benefits.

Resolution #10/06/16/010-A

Moved by Councillor Grills and Seconded by Councillor Foote

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 employee salary grid for the employees of the Municipality of the United Townships of Head, Clara & Maria as follows in an effort to take steps to begin to decrease the gap between HCM employee salaries with those of other local municipal employees;

1. Level 1_____
2. Level 2_____
3. Level 3_____
4. Level 4_____
5. Level 5_____
6. Level 6_____
7. Level 7_____
8. Level 8_____
9. Level 9_____.

AND FURTHER THAT individual employee pay adjustments be made as per their position on the pay grid as of January 1, 2016 and paid retroactively to that date.
Deferred to September 2016.

*Consider 4-5 year adjustment to compensate people at job rate. Ideally to be completed at mid-term of Council.

vii. Report #10/06/16/1107 - Merit and Bonus Policy Amendment
Resolution #10/06/16/011

Moved by Councillor Foote and Seconded by Councillor Grills

WHEREAS Head, Clara & Maria has existing policy on merit pay and bonuses which has not been utilized since its inception in 2012 in part due to ambiguities and difficulty of use;

AND WHEREAS a simple adjustment and addition to the current guidelines would make the policy easier to use;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby adopt the proposed Merit Increase Grid as an addition to the Policy on Merit and Bonus Awards adopted in 2012 and authorizes staff to implement the grid retroactively to January 2016 for the 2015 employee performance appraisals.
Deferred to Sept. 2016.

Resolution #10/06/16/010-B

Moved by Councillor Chartrand and Seconded by Councillor Grills

BE IT RESOLVED THAT resolutions #10/06/16/10, 10/06/16/010-A and 10/06/16/11 be deferred to the September meeting.

Carried Unanimously

12. ADDENDUM (NEW BUSINESS)

- i. Report #10/06/16/1201 – Canada 150 Infrastructure Intake 2

Resolution #10/06/16/012

Moved by Councillor Grills and Seconded by Councillor Foote

WHEREAS a funding opportunity has presented itself which may result in HCM being able to finance previously identified improvements including the installation of washroom facilities at Old Mackey Park and the Stonecliffe boat launch;

AND WHEREAS funds do not currently exist to complete these projects but reserves do exist in Parks and Recreation which may be leveraged in order to make these improvements in time for the celebration of Canada's 150th Anniversary;

AND WHEREAS the Council of the United Townships of Head, Clara & Maria recognizes the value in improving the safety, functionality and healthiness of municipal facilities and has recognized this in the most recent Strategic Planning exercise;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby endorse the funding application and commits up to \$60,000 from the Parks and Recreation Reserve as Council's 66% contribution to total project costs.

Carried Unanimously

Action: Priority Old Mackey Park;

ii. Report #10/06/16/1202 – Canada Day Approvals
Resolution #10/06/16/013
Moved by Councillor Foote and Seconded by Councillor Chartrand

WHEREAS the Canada Day event at Old Mackey Park has grown over the years requiring additional set up other than the morning of;

AND WHEREAS consequently volunteers have more work than comfortable for one day;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara and Maria does hereby authorize:

1. Municipal staff to help the committee and volunteers set up and tear down equipment for Canada Day during normal working hours.
2. The expense of up to \$360 plus employer expenses to hire short term assistance to move tables, set up tents and tables, and BBQs along with municipal staff before and after the Canada Day event.
3. Camping overnight at the park to provide security for materials.

Carried Unanimously

iii. Haven Fire Suppression – install in the municipal kitchen
Action: Advertise in the Newsletter.

13. **CLOSED SESSION** – none

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

15. **QUESTIONS AND ANSWERS**

- i. Stonecliffe highway sign missing;
- ii. No overnight mooring at boat launches added to signs.
- iii. Mayor Gibson will not be available for Council business in July; Councillor Grills will be available in his place.

16. **CONFIRMATION OF PROCEEDINGS**

Resolution # 10/06/16/014

Moved by Councillor Chartrand and Seconded by Councillor Foote

BE IT RESOLVED THAT By-Law 2016-10 being a by-law to confirm proceedings of the Council of the United Townships of Head, Clara & Maria at its meeting held on Friday, June 10, 2016 be read a first time short and passed.

Carried Unanimously

17. ADJOURNMENT

Resolution # 10/06/16/015

Moved by Councillor Foote and seconded by Councillor Grills

BE IT RESOLVED THAT this meeting adjourn at 15:58 h. to meet on Friday, September 09, 2016 at 14:00 h.

Carried Unanimously

Mayor – Jim Gibson

Clerk – Melinda Reith