

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

**Minutes February 21, 2014**

Minutes of a regular meeting of Council held on Friday, February 21, 2014 at 14:04 h. in the Municipal Hall.

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

**2. ROLL CALL**

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

Absent:

Staff: Melinda Reith, Clerk, Noella LeBreton, Treasurer, members of the public, 5 members 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 – December 13, 2013

Resolution # 21/02/14/001

Moved by Councillor Grills and seconded by Councillor Gibson

**BE IT RESOLVED THAT** the minutes of the regular meeting of Friday, December 13, 2013 be accepted as presented.

Reeve Stewart did not vote as she was not in attendance at that meeting

Carried Unanimously

ii. Library Board minutes for information only

1. December 9, 2013 – (Marlene Gibson available for questions)

2. Newsletter – advertise the cookbook in the Newsletter – Clerk to contact for details

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

**7. CORRESPONDENCE**

- i. Town of Petawawa re: Removal of Fire Crews from Pembroke – HCM to not reply until after the presentation at the Joint Council meeting
- ii. East Ferris – re: Small Rural and Northern Infrastructure Fund- information
- iii. County of Lambton Warden – re: resolution opposing requalification of Municipal Building Officials – see below
- iv. Township of Admaston/Bromley and Greenstone – re: Proposed Fee Changes and Requalification of Building Officials – information
- v. Ministry of Finance – re: Claim for Healthy Homes Renovation Tax Credit - information
- vi. AMO – re: OPP Billing - information
- vii. Baldwin Township – re: OPP Billing - information
- viii. Municipality of Brockton, Tay Valley – re: OPP Billing - information
- ix. Minister of Consumer Services – re: change of regulation, Propane handling - information
- x. MPP Randy Pettapiece, Perth-Wellington – re: Resolution of Joint and Several Liability – see below
- xi. AMO – re: Joint and Several Liability call for Municipal Action

Resolution # 21/02/14/001-A

Moved by Councillor Gibson and Seconded by Councillor Grills

**WHEREAS** the current situation of Joint and Several Liability is unfair and unsustainable;

**THEREFORE BE IT RESOLVED THAT THE** Council of the United Townships of Head, Clara & Maria does hereby support the position of AMO and support the adoption of both models under consideration as a significant incremental step to addressing this pressing municipal issue.

**AND FURTHER THAT** this resolution and letter be forwarded to the provincial government for consideration during their debate on February 27, 2014.

Carried Unanimously

- xii. MCSCS – re: Mandatory Sprinklers and phase in - information
- xiii. Fire Marshal's Communique – re: Carbon Monoxide Safety - information
- xiv. Cunningham Swan – re: Legal Matters - information
- xv. OPP Commissioner Lewis – re: Conducted Energy Weapons – information

- xvi. Madawaska Valley – re: Rural Elementary School closing – support by resolution

**Action:** Clerk to provide resolution for next meeting

- xvii. Stratford re: Province wide standards for Keeping of Exotic Animals – support by resolution

**Action:** Clerk to provide resolution for next meeting

- xviii. Greater Madawaska – re: Support for AMO Approach to Gas Tax Sharing

**Action:** Clerk to provide resolution for the next meeting

- xix. RC Board of Health – re: Appointment of Medical Officer of Health - information
- xx. Renfrew County Senior Games – re: request for support - information
- xxi. East Ferris – re: Finance Minister and recommended increase to gas tax - information
- xxii. Trent Hills – re: Hydro One – information

- xxiii. Township of Mulmur – re: MPAC assessment on buildings without permits – support by resolution

**Action:** Clerk to provide resolution for next meeting suggesting surcharges for failure to obtain a building permit - fair and equitable treatment for all

- xxiv. AMO – re: Transit Investment Strategy and Municipal Elections Bill - information
- xxv. Pembroke Observer – re: County passes budget – information
- xxvi. Canada Post – re: Community mail box delivery - information
- xxvii. AMO – re: AMO Pre-Budget submission - information
- xxviii. FCM – re: Response to Budget - information
- xxix. Xplornet – re: Response to Budget – information

- xxx. MPAC – re: New Online Service for Potential Electors – information

**Action:** Clerk to advertise in Newsletter

- xxxi. Lupus Foundation – re: World Lupus Day and Month - information
- xxxii. Ministry of Labour – re: Ontario's Minimum Wage – information
- xxxiii. County of Renfrew – re: Communique - information
- xxxiv. Bancroft and Hastings Disaster Relief – re: Thank you - information
- xxxv. Prescott Russell – re: Amendment to Aggregate Resources Act - information
- xxxvi. L1 – Greater Madawaska – re: Policing and Rural Ontario - information
- xxxvii. L2 - AMO – re: OPP Police Communities - information
- xxxviii. L3 - Arnprior – re: Hydro One and Electricity Rates - information
- xxxix. L4 – Metasoft Systems – re: Grant Funding Database - information

## **8. STAFF REPORTS**

- i. Report #21/02/14/801 – Clerk's Report – including a copy of Diploma in Municipal Management workshop schedule

Resolution # 21/02/14/002

Moved by Councillor Grills and Seconded by Councillor Gibson

**WHEREAS** Council sees the value in encouraging increased useage of the newly renovated community centre;

**AND WHEREAS** it has granted free use of the hall for this same event twice in 2013 as it is free of charge and open to all residents;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby agree to waive the fee for hall rental for the February 22 Gospel Sing.

Carried Unanimously

Resolution # 21/02/14/003

Moved by Councillor Gibson and Seconded by Councillor Grills

**WHEREAS** promotion of literacy and community gathering has been a goal of the Head, Clara & Maria Public Library over the past years;

**AND WHEREAS** in the past Council has supported these events through free use of the hall facilities for events, fundraisers and craft sessions;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby support the Library Board in their efforts by allowing use of the hall facilities for no charge.

Carried Unanimously

Resolution # 21/02/14/004

Moved by Councillor Grills and Seconded by Councillor Gibson

**WHEREAS** Council sees the benefits in having regular hall users trained in safe food handling practises:

**AND WHEREAS** the County District Health Unit will hold a course at our venue if there are enough participants;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby agree to host a Safe Food Handling training to be arranged by staff;

**AND FURTHER THAT** \$100 is allocated to offset costs to attendees.

Carried Unanimously

- ii. Report #21/02/14/801 - A – Clerk’s Report - Elections training – January 29
- iii. Report #21/02/14/801 – B – Clerk’s Report - Landowner’s Association Meeting – Jan. 29
- iv. Report #21/02/14/801 - C – Clerk’s Report - Ontario Sport & Rec. Community Fund – Jan. 30
- v. Report #21/02/14/801 - D – Fred Dean Training, An Effective Municipal Organization – Feb. 3
- vi. Report #21/02/14/802 – Treasurer’s Report

Resolution #21/02/14/005-01

Moved by Councillor Grills and Seconded by Councillor Gibson

**BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby agree to authorize staff to participate in the ePay for PayPal service through USTI.

Carried Unanimously

vii. Report #21/02/14/802 – A – Road Super Report

viii. Report #21/02/14/803 – Reeve’s Report – none

## 9. FINANCIAL REPORTS

- i. Comparative Income Statement

Resolution #21/02/14/005

Moved by Councillor Gibson and Seconded by Councillor Grills

**BE IT RESOLVED THAT** the Comparative Income Statement from January 1, 2014 to February 14, 2014, Report #21/02/14/901 be accepted as presented.

Carried Unanimously

- ii. Comparative Income Statement

Resolution #21/02/14/005-A

Moved by Councillor Grills and Seconded by Councillor Gibson

**BE IT RESOLVED THAT** the Comparative Income Statement from January 1, 2013 to December 31, 2013, Report #21/02/14/901-A be accepted as presented.

Carried Unanimously

iii. Cheque Log

Resolution # 21/02/14/006

Moved by Councillor Reid and Seconded by Councillor Antler

**BE IT RESOLVED THAT** the Cheque Log dated December 07 to 31, 2013 totalling \$619,712.85, Report #21/02/14/902 be accepted as presented.

Carried Unanimously

iv. Cheque Log

Resolution # 21/02/14/007

Moved by Councillor Antler and Seconded by Councillor Reid

**BE IT RESOLVED THAT** the Cheque Log from January 1 – February 14, 2014 totalling \$51,186.73, Report #21/02/14/903 be accepted as presented.

Carried Unanimously

## 10. BY-LAWS

i. 2014 – 01 Interim Taxation By-Law

Resolution #21/02/14/008

Moved by Councillor Reid and Seconded by Councillor Antler

**BE IT RESOLVED THAT** By-Law Number 2014-01 being a by-law to provide for an interim tax levy on properties designated as residential, farmland, managed forest, pipeline, industrial and commercial and to provide for payment of taxes and penalty and interest of 1.25% be read a first time short and passed.

Carried Unanimously

## 11. UNFINISHED BUSINESS

i. Report #21/02/14/1101 – Hall Expansion Final Report

Resolution # 21/02/14/009

Moved by Councillor Antler and Seconded by Councillor Reid

**WHEREAS** staff have provided a final accounting of the Hall Expansion project with total costs for all construction, appliances, found projects, wish list items including a new heating system being \$269,060.63;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria accepts this report as final for the Community Infrastructure Investment Fund and the New Horizons for Seniors Program for 2012 and 2013.

Carried Unanimously

ii. Report #21/02/14/1102 – AORS Support for Staff Participation Annual Event in County

Resolution # 21/02/14/010

Moved by Councillor Antler and Seconded by Councillor Reid

**WHEREAS** the County Public Works Department has joined with the Association of Ontario Road Supervisors (AORS) to host their 2014 annual trade show within the County of Renfrew;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby grant permission to staff to participate in the planning and organizing of the 2014 AORS Municipal Public Works Trade Show to be held in Arnprior on June 4<sup>th</sup> and 5<sup>th</sup>, 2014.

**AND FURTHER** that the staff of Head, Clara & Maria be given permission to attend the Trade Show.

Carried Unanimously

## 12. ADDENDUM (NEW BUSINESS)

i. Report #21/02/14/1201 – Municipal Liquor Licensing

Resolution #21/02/14/011

Moved by Councillor Antler and Seconded by Councillor Reid

**WHEREAS** obtaining a permanent liquor license for the Municipal Community Centre would provide various options for recouping costs via cost sharing agreements between hall users and the municipality;

**AND WHEREAS** there are pros and cons to any decision of this magnitude which must be considered in their entirety;

**THEREFORE BE IT RESOLVED THAT THE** Council of the United Townships of Head, Clara & Maria does fully understand the implications of obtaining a permanent liquor sale license under the *Liquor License Act* including benefits, challenges and costs involved and does hereby authorize staff to proceed with application for a permanent liquor sales license for the community centre in Stonecliffe;

Carried Unanimously

Resolution #21/02/14/012

Moved by Councillor Reid and Seconded by Councillor Antler

**WHEREAS** a prudent risk management policy would provide some protection to a municipality in any incidence of liability;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby direct staff to draft a comprehensive alcohol policy for use within the municipality at SOP or permanent licensed events;

**AND FURTHER** directs staff to arrange that a staff member or qualified volunteer be on site during the entirety of any Special Occasion Permit licensed event to ensure that municipal policy is being followed and to document any incidents which occur;

Carried Unanimously

ii. Report #21/02/14/1202 – Recreation and review of Hall Rental Fees

Resolution # 21/02/14/013

Moved by Councillor Grills and Seconded by Councillor Gibson

**WHEREAS** the importance of social interaction, general activity and physical recreation are important in the development, health and well-being of young and old alike;

**AND WHEREAS** the Council of the United Townships of Head, Clara & Maria recently leveraged Federal grant monies to update the community centre into a well-equipped facility for recreation;

**AND WHEREAS** Council further budgeted up to \$7,500 for recreation purposes for the 2014 budget year;

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby authorize staff to research various options for increased useage of the recreation facility;

**AND FURTHER THAT** a General Facility Use Policy and amended Fee Schedule be created to encourage use by residents and ratepayers as well as those outside our community;

Carried Unanimously

iii. Report #21/02/14/1203 – New Year's Eve Reserve and Commitment to Fund Event for 2014

Resolution # 21/02/14/014

Moved by Councillor Grills and Seconded by Councillor Gibson

**WHEREAS** the Council supported and sponsored New Year's Eve Party achieved success and a surplus of \$593.88;

**AND WHEREAS** this Council recognizes the importance of promoting a sense of community within a small municipality;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby agree to move the surplus of \$593.88 to reserves for the sole purpose of hosting a New Year's Eve event December 31, 2014;

**AND FURTHER THAT** Council does commit \$500 from its recreation budget towards this project and authorizes staff to work with volunteers to organize and manage the event.

Carried Unanimously

iv. Report #21/02/14/1204 – Increase of Credit Card Limits for staff

Resolution # 21/02/14/015

Moved by Councillor Antler and Seconded by Councillor Reid

**WHEREAS** routine purchasing is required as per budget approved direction for which costs often exceed the available limits on the municipal credit cards;

**AND WHEREAS** more and more purchasing can be completed on-line without the need for purchase orders or invoices and cheques;

**THEREFORE BE IT RESOLVED THAT** for ease of completing Council approved purchasing the Council of the United Townships of Head, Clara & Maria does see the benefit in increasing the credit card limits and does hereby authorize that the credit cards for the Clerk and Treasurer be increased to a limit of \$5,000 and \$10,000 respectively.

Carried Unanimously

v. Report #21/02/14/1205 – Request for Support of St. Patrick’s Day Event

Resolution # 21/02/14/016

Moved by Councillor Antler and Seconded by Councillor Reid

**WHEREAS** Council and staff have been asked about the hosting of an event in the Community Centre for St. Patrick’s Day with proceeds to be allocated towards Old Mackey Park;

**AND WHEREAS** the organizing ad hoc committee have requested funding of \$250;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby agree to provide the hall free of charge;

**AND FURTHER THAT** a contribution towards costs in the amount of \$250 be provided to organizers recognizing that a full accounting will have to be provided to the Treasurer upon completion of the event.

Carried Unanimously

vi. Report #21/02/14/1206 – Call for County Level Elections Audit Compliance Committee

Resolution # 21/02/14/017

Moved by Councillor Antler and Seconded by Councillor Reid

**WHEREAS** the *Municipal Elections Act* requires each municipality to have a Compliance Audit Committee to sit for the term of council and to decide whether election finance complaints have merit warranting further investigation by an auditor;

**AND WHEREAS** these important committees require individuals with training, expertise, dedication and commitment which may be difficult to locate in some areas as there are restrictions on who may sit on the committee;

**AND WHEREAS** after the 2010 election not one of the county municipalities required the services of an Elections Compliance Audit Committee but each used valuable time and resources to create, train and manage one;

**THEREFORE BE IT RESOLVED THAT THE** Council of the United Townships of Head, Clara & Maria does hereby call on the Council of the County of Renfrew to upload the creation, training and management of an Election Finance Compliance Audit Committee which would be available to provide services to any lower tier municipality within the County;

Carried Unanimously

vii. Report #21/02/14/1207 – Amendment to Procedure By-Law

Resolution # 21/02/14/018

Moved by Councillor Antler and Seconded by Councillor Reid

**WHEREAS** section 25.4 and 25.5 of the municipal Procedure By-Law contradict each other;

**AND WHEREAS** section 2.2 takes away legislated requirements by suspending the rules as outlined in the Procedure By-law;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby agree to remove section 2.2 ensuring that a Procedure By-law is always and continuously in place as per the *Municipal Act*;

**AND FURTHER THAT** section 25.4 and 25.5 be amended ensuring that there is one consistent order of voting during recorded votes by removing the words:

\_\_\_\_\_ “must vote in alphabetical order” in section 25.4 **or**

X “The presiding officer shall vote last” in section 25.5.

Carried Unanimously

viii. Report #21/02/14/1208 – Signing Authority

Resolution # 21/02/14/019

Moved by Councillor Antler and Seconded by Councillor Reid

**WHEREAS** the purpose of this resolution is to provide the municipality with flexibility in the signing of various documents to improve the efficiency of business operations and yet maintain effective internal controls and approval processes.

**NOW THEREFORE** the Municipal Council of the Corporation of the Municipality of the United Townships of Head, Clara & Maria enacts as follows:

**THAT** for purposes of completing budgeted, emergency or specifically approved financial transactions for the United Townships of Head, Clara & Maria as well as to complete routine contracts, applications and agreements;

**THAT** signing authority is hereby extended for the calendar year 2014 until December 5, 2014, the date of the first meeting of the new Council;

**THAT** Reeve Stewart is appointed as having signing authority for Council with Councillor Gibson and Councillor Grills as alternates;

**THAT** the Clerk, Melinda Reith is appointed for administration with the Treasurer, Noella LeBreton as alternate.

**THAT** all cheques, pre-authorized payments or other forms of payment excepting municipal credit cards are to be signed by one representative of Council and one representative of administration;

**THAT** this authority becomes effective on the date of passing.

Carried Unanimously

**13. CLOSED SESSION** – none

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

**15. QUESTIONS AND ANSWERS**

- i. March 21, 2014 – Councillor Gibson not available for that meeting; - Clerk to determine alternate time
- ii. Clerk to schedule meeting for Recreation; then schedule public meeting.

**16. CONFIRMATION OF PROCEEDINGS**

Resolution # 21/02/14/020

Moved by Councillor Antler and Seconded by Councillor Reid

**BE IT RESOLVED THAT** By-Law 2014-02 being a by-law to confirm proceedings of the Council of the United Townships of Head, Clara & Maria at its meeting held on February 21, 2014 be read a first time short and passed.

Carried Unanimously

**17. ADJOURNMENT**

Resolution # 21/02/14/021

Moved by Councillor Antler and seconded by Councillor Reid

**BE IT RESOLVED THAT** this meeting adjourn at 16:45 h. to meet again Friday, March 21, 2014 at 14:00 h.

Carried Unanimously

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Reeve – Tammy Lea Stewart

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Clerk – Melinda Reith