

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

Minutes August 22, 2014

Minutes of a regular meeting of Council held on Friday, August 22, 2014 at 14:08 h. in the Municipal Hall.

1. CALL TO ORDER & MOMENT OF SILENCE

2. ROLL CALL

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

Absent/Regrets: Doug Antler

Late: n/a

Staff: Melinda Reith, Clerk; Noella LeBreton, Treasurer; Nathaniel Chaput, Summer Student; 2 members of the public;

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;

Councillor Grills acknowledged that she may participate in the ROAR conference as a volunteer. There is no pecuniary interest in this situation.

4. DEPUTATIONS/PRESENTATIONS - none

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

- i. Council Minutes – July 18, 2014

Resolution # 22/08/14/001

Moved by Councillor Reid and seconded by Councillor Gibson

BE IT RESOLVED THAT the minutes of the regular meeting of Friday, July 18, 2014 be accepted as presented.

Carried Unanimously

- ii. Canada Day Committee Minutes – July 20, 2014 – information

Action: Clerk or Committee to request a large flag for Canada Day from Cheryl Gallant's office.

- iii. Recreation Committee Minutes – July 30, 2014 – information

- iv. Library Board Minutes – May 19, 2014 – information

Action: In minutes ensure that the use of the pronoun "I" is referenced so that the individual's name and/or title is known. Re: History Project update.

6. CORRESPONDENCE & PETITIONS – none

7. CORRESPONDENCE

- i. OPP Municipal Policing Bureau – re: information sessions on new policing model – watch for on-line information instead of going to session;

Action: Clerk to determine if on-line attendance is possible;

- ii. TransCanada Pipeline – re: invitation to heads of council and administrators – information – fyi – CEMC is to meet with Nathalie at the office re: Emergency Services;

- iii. Government of Canada – re: Connecting Canadians - new highspeed program

Action: Clerk to contact Xplornet and EORN re: level and quality of service, request to revisit current service model – it's not working.

Action: Send letter to Mayor Sweet and the Eastern Ontario Warden's Caucus advising of issues with Xplornet for our users. EORN was to provide reliable service to HCM users; it has not.

- iv. Ontario Parks – re: Forest Management Plan – information
- v. Ontario Forest Industries Association – re: Letter to minister re: Make Ontario Competitive - information
- vi. AMO – re: Permanent Ontario Community Infrastructure Fund and Building Canada Fund - information

8. STAFF REPORTS

- i. Report #22/08/14/801 – Clerk's Report

Resolution # 22/08/14/002

Moved by Councillor Gibson and Seconded by Councillor Grills

WHEREAS insurance to operate the heli-pad within the municipality will result in \$1,000 annual premium for \$1 million coverage and \$1,750 annual premium for \$2 million coverage;

THEREFORE BE IT RESOLVED THAT The Council of the United Townships of Head, Clara & Maria does hereby authorize staff to purchase coverage of \$1 million for the heli-pad;

~~**AND FURTHER THAT** staff are hereby authorized to endorse and finalize the agreement with ORNGE for the operation of the emergency heli-pad in Head, Clara & Maria.~~

Deferred to next meeting.

Action: Clerk to bring this issue along with additional contract details to the next meeting. Contact ORNGE and ask why other organizations may not use this space since it is our property and we are insuring and maintaining it.

Resolution # 22/08/14/003

Moved by Councillor Reid and Seconded by Councillor Gibson

WHEREAS an outdoor evening event is planned for Old Mackey Park and the sub-committee members have requested the use of portable fire pits;

AND WHEREAS the Community Fire Safety Officer has been contacted and advised that they could be safely used;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby provide permission for the use of up to three portable fire pits at Old Mackey Park specifically for the Music Fest Event acknowledging that a responsible individual maintain the care and control of the equipment and fires at all times and that the recommendations of the Community Fire Safety Officer are followed.

Carried Unanimously

Action: Clerk to note in Newsletter – no fires at Old Mackey Park unless Council approves on a case by case basis.

Action: Councillor Grills to advise the Recreation Committee about Council concerns and issues.

Action: The By-law governing Old Mackey Park use concerning fires and dogs be reviewed at the next meeting.

Resolution # 22/08/14/004

Moved by Councillor Gibson and Seconded by Councillor Grills

WHEREAS a Bob's Music employee has attended at the municipal office and has inspected the venue and fully discussed requirements and provided a combined quote of approximately \$4,000;

AND WHEREAS funds have been provided and delegated in the 2014 budget from 2013 surplus to purchase sound equipment for the Community Centre;

AND WHEREAS additional requests for outdoor speakers for Old Mackey Park and to install a projector mount have been costed;

AND WHEREAS local sourcing is an important consideration with staff being satisfied with the quality of service and longevity of the business of Bob's Music;

AND WHEREAS the municipal Procurement By-law allows for sole sourcing based on available suppliers;

THEREFORE BE IT RESOLVED THAT THE Council of the United Townships of Head, Clara & Maria does hereby approve the imminent purchase and installation of equipment from Bob's Music as per the quote received August 22;

AND FURTHER THAT Council authorizes the installation of a projector mount and accompanying hardware;

AND FURTHER THAT the portable battery operated outdoor speakers and microphone be purchased to be used at Old Mackey Park and other venues;

Carried Unanimously

Resolution # 22/08/14/005

Moved by Councillor Reid and Seconded by Councillor Gibson

WHEREAS increased use of Old Mackey Park for large events due in part to the provision of the pavilion, is occurring with users still requiring the borrowing and set up of portable large tents which pose some difficulty due to size, weight and required manpower;

AND WHEREAS community volunteers have agreed to construct an extension to the current pavilion should Council approve the addition and finance the materials;

AND WHEREAS the price list for the current pavilion in today's dollars without a cement floor amounts to approximately \$9,000;

THEREFORE BE IT RESOLVED THAT The Council of the United Townships of Head, Clara & Maria does hereby authorize the Treasurer to budget up to \$12,000 for this project and authorizes the Clerk and Treasurer to apply for any available grant funding which might offset these costs realizing that the municipality may end up financing the entire project.

Carried Unanimously

Resolution # 22/08/14/006

Moved by Councillor Grills and Seconded by Councillor Gibson

WHEREAS the meetings of the Council of the County of Renfrew are public meetings and are open to the public;

AND WHEREAS the posting of past meeting agenda and minutes is clear and easy to locate, locating the upcoming meeting schedule and agenda of the County Renfrew Council and committee meetings is currently quite difficult;

THEREFORE BE IT RESOLVED THAT in the name of openness, transparency and accountability the Council of the United Townships of Head, Clara & Maria does hereby request that the County of Renfrew post its annual meeting schedule for Council and committee meetings as well as time and location for Committee meetings on its website for public reference;

AND FURTHER THAT this resolution be circulated to County municipalities for support.

Carried Unanimously

- ii. Report #22/08/14/802 – Treasurer’s Report
- iii. Report #22/08/14/803 – Treasurer’s Report - Financial Reporting in Municipalities Webinar
- iv. Report #22/08/14/804 – Treasurer’s Report - PSAB 3150 vs Asset Management Webinars

- v. Report #22/08/14/ – Reeve’s Report – none

9. FINANCIAL REPORTS

i. Cheque Log
 Resolution # 22/08/14/007
 Moved by Councillor Gibson and Seconded by Councillor Grills
BE IT RESOLVED THAT the Cheque Log dated July 16, 2014 to August 19, 2014 totaling \$52,808.62 Report #22/08/14/901 be accepted as presented.
 Carried Unanimously

ii. Comparative Income Statement
 Resolution #22/08/14/008
 Moved by Councillor Grills and Seconded by Councillor Reid
BE IT RESOLVED THAT the Comparative Income Statement from January 1, 2014 to August 18, 2014, Report #22/08/14/902 be accepted as presented.
 Carried Unanimously

10. BY-LAWS

i. Report #22/08/14/1006 – Set Date for Advance Vote
 Resolution #22/08/14/009
 Moved by Councillor Grills and Seconded by Councillor Reid
BE IT RESOLVED THAT By-Law Number 2014-12 being a by-law to provide for the hours and dates for advance voting to be held prior to voting day be read a 1st time short and passed.
 Carried Unanimously

11. UNFINISHED BUSINESS

i. Report #22/08/14/1101 – Canada Day Financial Report
 Resolution # 22/08/14/010
 Moved by Councillor Grills and Seconded by Councillor Gibson
WHEREAS Canada Day 2014 resulted in a surplus of approximately \$1,500;

THEREFORE BE IT RESOLVED THAT THE Council of the United Townships of Head, Clara & Maria does hereby authorize the Treasurer to mark remaining funds as “Deferred” for use for Canada Day purposes for 2015.
 Carried Unanimously

ii. Report #22/08/14/1102 - Funding for participants at the Rural Recreation Conference in Calabogie
 Resolution # 22/08/14/011
 Moved by Councillor Grills and Seconded by Councillor Gibson
WHEREAS funds exist in the Recreation Budget and in Parks and Rec Special Projects which have not yet been specifically allocated;

AND WHEREAS grass roots, staff and Council voluntarism has initiated a rebirth in recreational and social activity within the community in recent years;

AND WHEREAS local municipal staff have organized a Recreation focused Conference to be held within the County in September focusing on the needs of small rural municipalities;

THEREFORE BE IT RESOLVED THAT THE Council of the United Townships of Head, Clara & Maria does hereby authorize the Recreation Committee to send up to two people to the ROAR Conference in September;

AND FURTHER THAT Council authorizes the Treasurer to cover registration and accommodation/mileage costs as per the municipal policy from the Parks and Rec Special Projects account.

Carried Unanimously

iii. Report #22/08/14/1103 – Power Dam Financing Report

Resolution # 22/08/14/012

Moved by Councillor Grills and Seconded by Councillor Reid

WHEREAS in December 2000, the Province of Ontario passed the *Continued Protection for Property Taxpayers Act* exempting certain hydroelectric stations and poles & wires from municipal taxation starting in the year 2001 and replacing this “right of taxation” with a compensatory payment equivalent to taxes;

AND WHEREAS in July 2014, the Province of Ontario Introduced Bill 14, which proposes to phase down or decrease the compensatory payment program for hydroelectric stations, poles and wires by 23.53% by 2017, beginning in 2015;

AND WHEREAS the reduction in compensatory payments will result in reductions of annual revenues for municipalities such as Wawa of about \$542,000 annually by 2017;

AND WHEREAS the United Townships of Head, Clara & Maria will receive \$24,837 less, an amount equal to 24.909% of our current own revenues from taxation;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby support the position of the Municipality of Wawa in withholding its payments to the Minister of Finance as described in its Resolution #SP14027;

AND FURTHER THAT this Council requests that the Ministry of Finance reconsider the cuts to the Power Dam Special Payment Program;

AND FURTHER THAT the Ministry consult with and consider the financial commitments of municipalities prior to making arbitrary decisions such as these reductions in the future providing some security and continuity of financial support to municipalities.

Carried Unanimously

Action: Clerk to contact Chris Way to join with group in their activities. Begin to forward emails concerning Wawa’s group to Council. Send a letter to Warden Emon, what is the County planning to do? Councillor Gibson to work with staff to develop a resolution and letter to the minister for the next meeting.

12. ADDENDUM (NEW BUSINESS)

i. Report #22/08/14/1201 – Authority for Recreation Committee Spending Limit

Resolution #22/08/14/013

Moved by Councillor Grills and Seconded by Councillor Gibson

WHEREAS Council has established a Recreation Committee for the management and hosting of events in the municipal hall and other municipal venues;

AND WHEREAS it is expected that unless otherwise approved by Council, events hosted by the Recreation Committee are to be on a “for profit” or “cost only” basis with the intent that the Committee can effectively sustain itself;

AND WHEREAS for ease of administration delegating the authority for routine purchases and expenditures as per the Municipal Procurement By-law and other municipal policies for items such as consumables, advertising, licensing, tickets, etc. will facilitate operations;

AND WHEREAS municipal funds may be utilized to provide a float for events and to provide “seed money” for expenses prior to events;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby agree to authorize the Clerk and Treasurer to permit expenses by the Recreation Committee for said routine purchases up to a limit of \$2,000 for the remainder of 2014;

AND FURTHER THAT Council authorizes staff to work with the Recreation Committee to equip the Municipal Hall with products which improve facility use, are cost effective and improve efficiencies such as the purchase of permanent plastic cups with appropriate dish racks, additional kitchen equipment up to a maximum of \$2,000 for the remainder of 2014;

AND FURTHER THAT the Treasurer is hereby authorized to provide funds for float purposes and cash advances for Recreation Committee events for which two committee members must sign;

AND FURTHER THAT within one week following any event an Event Accounting Workbook shall be returned to the Treasurer with all proceeds, invoices, and purchase receipts included with all revenues to be recorded by and all expenses to be paid by the Treasurer;

AND FURTHER THAT Council hereby agrees that profits from Recreation Committee Events will be retained and segregated for the purpose of future Recreation purposes;

AND FURTHER THAT Council authorizes the Chair and/or Co-Chair of the Recreation Committee or event delegate to apply for and obtain Special Occasion Permits in the name of the Municipality for Committee approved events;

AND FURTHER THAT Council authorizes free use of the Municipal Hall and/or Grounds and Old Mackey Park to the Recreation Committee to facilitate events such as the Gospel Sing, Community Christmas Party, Library Board Fundraisers, Missing Link Snowmobile Club Appreciation Dinners, Community Events where the public are invited, Arts and Crafts events, Community Breakfasts and other Recreation Committee sponsored events without having to obtain specific Council approval;

AND FURTHER THAT Council retains the authority to approve the use of funds raised for permanent improvements within the community prior to purchase but will rely on recommendations from the Recreation Committee.

Carried Unanimously

- ii. Report #22/08/14/1202 – Approval for Liquor License for Old Mackey Park for September 27 fundraising event

Resolution # 22/08/14/014

Moved by Councillor Reid Seconded by Councillor Gibson

WHEREAS volunteers have initiated a “Music Fest” to be held at Old Mackey Park on the evening of September 27 as a fundraiser for Old Mackey Park;

AND WHEREAS event organizers have been advised of all Special Occasion Permit and other requirements and are working with the Recreation Committee to host this event;

THEREFORE BE IT RESOLVED THAT providing that all licensing requirements have been met by the committee and volunteers the Council of the United Townships of Head, Clara & Maria does hereby authorize staff to support the application for an outdoor liquor license for this event.

Carried Unanimously

- iii. Report #22/08/14/1203 – Approval for Three Weeks Consecutive Vacation
Resolution # 22/08/14/015

Moved by Councillor Gibson and Seconded by Councillor Reid

WHEREAS municipal policy requires formal approval by Council for three consecutive weeks' leave/vacation by an employee;

AND WHEREAS Noella has worked enough hours to qualify for three consecutive weeks leave when combined with her vacation owed and is planning a trip which requires an extended leave;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby formally authorize up to three consecutive weeks' leave for vacation and time in lieu of overtime.

Carried Unanimously

13. CLOSED SESSION – none

14. BUSINESS ARISING FROM CLOSED SESSION – n/a

15. QUESTIONS AND ANSWERS

- i. Date for Gary Sims to attend Council meeting - Jennifer Kennedy will get back to us after holidays –re: physician recruitment;
- ii. Meeting 25th of September Integrated Community Health Committee – Reeve Stewart will attend on Councillor Grills' behalf – County Healthy Community Survey initial meeting;
- iii. Railway debris clean up – have we had notice of status/plans? No - Swift Railway bundled ties in Laurentian Hills area.

Action: Clerk to contact Paul Moreau at County for updates; send letter of request to CP Rail.

Action: Clerk to provide notice in upcoming Newsletters – private property, any use is considered trespassing,

16. CONFIRMATION OF PROCEEDINGS

Resolution # 22/08/14/016

Moved by Councillor Reid and Seconded by Councillor Grills

BE IT RESOLVED THAT By-Law 2014-13 being a by-law to confirm proceedings of the Council of the United Townships of Head, Clara & Maria at its meeting held on August 22, 2014 be read a first time short and passed.

Carried Unanimously

17. ADJOURNMENT

Resolution # 22/08/14/017

Moved by Councillor Reid and seconded by Councillor Grills

BE IT RESOLVED THAT this meeting adjourn at 15:48 h. to meet again Friday, September 26, 2014 at 14:00 h.

Carried Unanimously

Reeve – Tammy Lea Stewart

Clerk – Melinda Reith