



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

**Minutes of April 17, 2018**

Minutes of a regular meeting of Council held on Tuesday, April 17, 2018 at 19:00 h. in the Municipal Hall.

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

And also in remembrance of those killed in Humboldt in the tragedy of children on the bus.

2. **ROLL CALL** – The following persons were present: Mayor Bob Reid, Councillors: Calvin Chartrand, Cathy McKay and Ernie Villeneuve.

**Staff:** Melinda Reith, Clerk; Crystal Fischer, Administrative Assistant; approximately 5 members of the public.

**Absent/Regrets:** Noella LeBreton, Treasurer

3. **RECITAL OF THE MUNICIPAL MISSION AND VISION STATEMENTS** - Councillor McKay

**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/PRESENTATION - none**

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

- i. Council Minutes – March 20, 2018

Resolution #17/04/18/001

Moved by Councillor McKay and seconded by Councillor Chartrand

**BE IT RESOLVED THAT** the minutes of the regular meeting of Tuesday, March 20, 2018 be accepted as presented.

Carried Unanimously

Number 11 – unfinished business there is an error in the resolution should state two conflicts not one. The resolution was adopted as is; we can't simply change a resolution after the fact.

**Action:** The clerk is to create a resolution of amendment for correction at the next meeting.

- ii. Recreation Committee
  - i. February 21, 2018 - information
  - ii. March 21, 2018 – information

**Action:** the Clerk to follow up with Mayor Reid for minutes of the Rural Mayor's Forum of Eastern Ontario.

7. **CORRESPONDENCE & PETITIONS**

- i. Mike Humphrey OPG – re: Ferry Trail Bridges in Deux Rivieres – Council not interested in obtaining this asset.

- ii. AMO Communications – re: Effects of 1/3 Tax Free Being Eliminated - information
- iii. John Yakabuski, M.P.P. – re: Seniors Community Grant Program – information
- iv. OPP News Release – re: Failure To Yield To Pedestrians – information
- v. OPP News Release – re: Fatalities Report – information
- vi. MIS Municipal Insurance Services – re: Biking & Pedestrian Trails – information
- vii. OPG – re: Spring Freshet Calls – information
- viii. Fed Gov – re: National Health and Fitness Day 2018 – information
- ix. AMO Communications – re: 2018 Provincial Budget – information

**Action:** Clerk to watch for funding for transportation

- x. AMCTO Broadcast – re: 2018 Provincial Budget – information
- xi. Ernie Hardeman, M.P.P. – re: Right to Approval Landfill Developments

**Action:** Clerk to prepare a resolution of support for consultation for location of landfill for the next meeting.

- xii. Lynn Desjardins – re: Changing Plastics Strain Recycling Program – information
- xiii. Ontario Association of Property Standards Officers – re: training – information
- xiv. L1 – MLSC – re: Concerns with Algonquin Trail Update Report - information

## 8. STAFF REPORTS

- i. Report #17/04/18/801 – Clerk’s Report
- ii. Report #17/04/18/802 – Treasurer’s Report - none
- iii. Report #17/04/18/803 – Mayor’s Report – verbal

Attended County council and health committee meeting. Did not get to social services committee due to problems with roads.

- iv. Report #17/04/18/804 – Admin Assistant Report

## 9. FINANCIAL REPORTS

- i. Cheque Log

Resolution #17/04/18/002

Moved by Councillor Chartrand and Seconded by Councillor McKay

**BE IT RESOLVED THAT** the Cheque log from January 1, 2018 – April 12, 2018 totalling \$709,801.44 be accepted as presented.

Carried Unanimously

- ii. Comparative Income Statement

Resolution #17/04/18/003

Moved by Councillor McKay and Seconded by Councillor Chartrand

**BE IT RESOLVED THAT** the Comparative Income Statement from January 1, 2018 – April 12, 2018 be accepted as presented.

Carried Unanimously

## 10. BY-LAWS

- i. Report #17/04/18/1001 - Amendment to the Municipal Procedure By-Law

Resolution #1

Resolution #17/04/18/004

Moved by Councillor Chartrand and Seconded by Councillor McKay

**WHEREAS** a timing anomaly has been identified in council’s procedural bylaw

**AND WHEREAS** Council wishes to operate in an open and transparent manner

**AND WHEREAS** constituents participation in the democratic process is to be encouraged

**AND WHEREAS** Council wishes to enhance that participation

**BE IT HEREBY RESOLVED THAT** the following changes to the Municipality’s procedural bylaw 2015-07 presented by deputation at the March 20, 2018 regularly scheduled Council meeting be authorized by Council, namely that section 12.1 be amended by inserting the bold and underlined sections and number it as 12.1 (a) and the following sections 12.1 (b), 12.1 (c) and 12.1 (d) numbered below be added as follows:

12.1.(a) Persons requesting to present information verbally on matters of fact, give a presentation to or make a request of Council **for a matter not on the published Council agenda** shall give verbal/written notice to the Clerk at least five (5) business days prior to the next regular meeting of the Council. Any information received later than that date may be withheld to the next regular meeting of Council.

12.1.(b) Persons requesting to present information verbally on matters of fact, give a presentation to or make a request of Council for a matter(s) on the published Council agenda shall give verbal/written notice to the Clerk at least 24 hours prior to the next regular meeting of the Council. The request shall contain the listing description of the agenda item(s). Section 12.16 will apply to item 12.1(b)

**12.1(c)** ) Persons making a written comment to Council for a matter(s) on the published Council agenda shall give that written comment to the Clerk and Council at least 24 hours prior to the scheduled meeting of the Council. The comment shall contain the listing description of the agenda item(s) and clearly outline the constituent's position with respect to the item in question. This will be included as late correspondence. The written comments will be read in to the Council debate on the issue at hand if a majority of Council deems it appropriate to do so.

12.11. Any matter put before Council by a delegate using item 12.1(a) shall be referred to staff for a report prior to any decision being made by Council. Any matter put before Council using item 12.1(b) will be for Council's consideration when that matter is discussed on the agenda.

Defeated

#### **Recorded Vote**

Councillor Chartrand – no  
Councillor McKay – no  
Mayor Reid – no  
Councillor Villeneuve – yes

#### **Resolution #2**

Resolution #17/04/18/005

Moved by Councillor McKay and Seconded by Councillor Chartrand

**WHEREAS** the Municipal Notice By-Law requires notice of intent to adopt or amend a Procedure By-Law by posting on the municipal website 14 days prior to the new by-law being adopted;

**AND WHEREAS** the municipal Procedure By-Law has not been updated since regular council meetings were changed from Friday afternoon to Tuesday evenings by resolution in 2017;

**AND WHEREAS** some clauses in the by-law require strengthening;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby amend the municipal Procedure By-Law 2015-07 by the following:

1. **THAT** section 3.1 be amended by changing “14:00 h” to “19:00 h” and the word “Friday” to “Tuesday” to indicate the time and day for the inaugural meeting of council.
2. **THAT** Section 9.3 be added to state “*That any council member who determines that they may have a pecuniary interest under the appropriate legislation is required to complete and submit to the Clerk at the appropriate time during the meeting the ‘Council Declaration of Interest’ form so that it becomes a part of the permanent record.*”
3. **THAT** a clause under section 12.0 – Delegations be added... “*Except as required by law, any person being a member of a special interest group, club, organization or group of persons with a common issue appearing before Council and who has previously appeared before the same board, committee or Council on the same subject matter shall be limited to providing only new information in their second and subsequent appearances and are further limited by our reconsideration clause 24.6.*”

4. **THAT** section 12.6 be amended to read...” *Notwithstanding Section 12.5, delegations consisting of more than five (5) persons shall be limited to two (2) speakers, each restricted to speaking **in total, for** not more than ten (10) minutes.”*
5. **THAT** a clause under section 14.0 Public Meetings be added “*That no person shall speak to an issue before the assembly a second time until all others who wish to speak have had an opportunity, unless that person is responding to a direct question posed to him/her by a member of council or staff for clarification purposes.*”
6. **THAT** under section 16.0 Petitions a clause be added...”*That all petitions submitted to the municipality under this by-law shall be presented to Council and received for information as per the practise throughout Ontario municipalities. Council may by unanimous consent refer the petition to staff for a report if warranted.*”
7. **THAT** this resolution be read a first time this 17<sup>th</sup> day of April, 2018.

Carried

**Recorded Vote**

Councillor Chartrand – yes  
 Councillor McKay – yes  
 Mayor Reid – yes  
 Councillor Villeneuve – No

- ii. Report #17/04/18/1002 – Election’s Signage By-Law

Resolution #17/04/18/006

Moved by Councillor Chartrand and Seconded by Councillor McKay

**WHEREAS** By-Law # 2018-06 being a by-law to regulate the use and placement of signs for election purposes within the geographic area of the Corporation of the United Townships of Head, Clara & Maria.

**THEREFORE BE IT RESOLVED THAT** By-Law 2018-06 be read a second time short and passed this 17<sup>th</sup> day of April, 2018.

Carried

**Recorded Vote**

Councillor Chartrand – yes  
 Councillor McKay – yes  
 Mayor Reid – yes  
 Councillor Villeneuve – no

- iii. Report #17/04/18/1003 – Integrity Commissioner Appointment By-Law

Resolution #17/04/18/007

Moved by Councillor McKay and Seconded by Councillor Chartrand

**WHEREAS** By-Law # 2018-08 being a by-law to establish the office of the integrity Commissioner and a process for hearing complaints regarding elected officials of the Corporation of the United Townships of Head, Clara & Maria is presented to Council for approval.

**THEREFORE BE IT RESOLVED THAT** By-Law 2018-08 be read a first time short and passed this 17<sup>th</sup> day of April, 2018.

Carried

**Recorded Vote**

Councillor Chartrand – yes  
 Councillor McKay – yes  
 Mayor Reid – yes  
 Councillor Villeneuve – no

**11. UNFINISHED BUSINESS**

- i. Report #17/04/18/1101 - The Algonquin Trail Update – information

**12. ADDENDUM (NEW BUSINESS)**

- i. Report #17/04/18/1201 – Office Closure, Job Description & Staffing Updates – Summer Student Outside, Rec 2 day/week, Office Manager Position

Resolution #1

Resolution #17/04/18/008

Moved by Councillor Chartrand and seconded by Councillor McKay

**WHEREAS** Council approved having the municipal office closed Thursdays of each week in 2014 and staff stopped that practise in the spring of 2017;

**AND WHEREAS** during that period staff did not identify any ongoing public concern, complaint or inconvenience with this practise;

**AND WHEREAS** work demands due to increased workload and staff leave have increased significantly with a substantial amount of back log requiring attention;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby agree to reinstate the office closure policy;

**AND FURTHER THAT** the Recreation Admin Assistant position be increased from one day a week to two;

**AND FURTHER THAT** a new position be created to more accurately reflect the duties and responsibilities of current employees as outlined in the attached job description, leaving the position of Receptionist vacant, and to set that position at Level 5 of the Salary Grid.

Carried

**Recorded Vote**

Councillor Chartrand – yes

Councillor McKay – yes

Mayor Reid – yes

Councillor Villeneuve – no

Resolution #2

Resolution #17/04/18/009

Moved by Councillor McKay and seconded by Councillor Chartrand

**WHEREAS** Council has in the past provided funding for summer student employment under provincial or federal grants;

**AND WHEREAS** for 2018, none of the grants provided for a position similar to the one we require;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby authorize staff to hire for the months of July and August a summer student to assist with the lending hub, outside maintenance and work with the Road Super;

**AND FURTHER THAT** Council commit up to \$4,500 to hire a summer student for a four day work week for 2018.

Carried Unanimously

- ii. Report #17/04/18/1202 – Declaration of Vacant Seat on Council and Filling that Seat

Resolution #1

Resolution #17/04/18/010

Moved by Councillor Chartrand and seconded by Councillor McKay

**WHEREAS** the Clerk of the United Townships of Head, Clara & Maria did receive on Thursday, April 5, 2018 a letter of resignation from Dave Foote;

**AND WHEREAS** as per the Municipal Act, in order to begin the process of filling the vacancies, Council must first declare the seat vacant;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby acknowledge the letter of resignation submitted to the Clerk and formally declares the seat of one Council member vacant.

Carried Unanimously

Resolution #2

Resolution #17/04/18/011

Moved by Councillor McKay and seconded by Councillor Chartrand

**WHEREAS** the Council of the United Townships of Head, Clara & Maria has declared one seat on the council vacant and is required to take steps to fill that vacancy;

**AND WHEREAS** due to the fact that the resignation was submitted after March 31 in an election year, the only available method of filling the vacant seat is through appointment;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby direct the clerk to advertise for interest in filling the vacancy on Council via appointment as per municipal policy.

**AND FURTHER THAT** Council shall review the letters of interest received, hear depositions from candidates (if desired) and make an appointment at the council meeting to be held on Tuesday, May 15, 2018.

Carried

**Recorded Vote**

Councillor Chartrand – yes  
Councillor McKay – yes  
Mayor Reid – yes  
Councillor Villeneuve – No

- iii. Report #17/04/18/1203 – Request for Information under MFIPPA - information

**13. CLOSED SESSION** – None

**14. BUSINESS ARISING FROM CLOSED SESSION** - None

**15. QUESTIONS AND ANSWERS**

- i. As a small community get a card together and send to Humboldt.
  - i. **Action:** Clerk to get card to send to the community of Humboldt to express condolences.

**16. CONFIRMATION OF PROCEEDINGS**

Resolution #17/04/18/012

Moved by Councillor Chartrand and seconded by Councillor McKay

**BE IT RESOLVED THAT** By-Law 2018 - 09 being a by-law to confirm proceedings of the Council of the United Townships of Head, Clara & Maria at its meeting held on Tuesday, April 17, 2018 be read a first time short and passed.

Carried Unanimously

**17. ADJOURNMENT**

Resolution #17/04/18/013

Moved by Councillor McKay and seconded by Councillor Chartrand

**BE IT RESOLVED THAT** this meeting adjourn at 20:10 h. to meet again on Tuesday, May 15, 2018 at 19:00 h.

Carried Unanimously

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**MAYOR – BOB REID**

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**CLERK – MELINDA REITH**

**Notes to Council Meeting**

<https://youtu.be/CQ6aT3LLwdI> - March meeting - Youtube link.

<https://youtu.be/2AvwH1ZG3M0> - April meeting – Youtube link.