



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

**Minutes April 8, 2016**

Minutes of a regular meeting of Council held on Friday, April 8, 2016 at 14:02 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 Jim Gibson Councillors: Calvin Chartrand, Dave Foote, Debbi Grills, and Bob Reid.

**Staff:** Melinda Reith, Clerk/CAO, Noella LeBreton, Treasurer, Crystal Fischer, Admin Assistant. No members of the public

Peter Harrington, Municipal Auditor

Joe Hall, Redi-Recycling, Waste Management Consultant

**Absent/Excused/Regrets:** 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**

i. Peter Harrington – 2015 Municipal Audit

Peter left the meeting after the audit presentation and question and answer period for Council.

Resolution # 08/04/16/001

Moved by Councillor Foote and seconded by Councillor Grills

**WHEREAS** Council has received and reviewed the audited financial statements for the 2015 financial year and has had the opportunity to ask clarifying questions of the Municipal Auditor;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby accept these documents as an accurate reporting of 2015 municipal finances.

Carried Unanimously

ii. Joe Hall – Waste Management Overview – Joe gave an overview of the information contained in the Report to Council #08/04/16/1102 and answered Council and staff questions.

Joe left the meeting after the waste management review and question and answer period for Council.

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

i. Council Minutes – March 11, 2016

Resolution # 08/04/16/002

Moved by Councillor Grills and seconded by Councillor Reid

**BE IT RESOLVED THAT** the minutes of the regular meeting of Friday, March 11, 2016 be accepted as presented.

Carried Unanimously

- ii. Recreation Committee Minutes
  - 1. March 16, 2016 - information
- iii. Emergency Management
  - 1. April 1, 2016 - information

## 7. CORRESPONDENCE & PETITIONS

- i. Ministry of Community and Social Services – re: response to Ontario Works question – information
- ii. Municipalities under 6,000 Conference Call – re: call summary – information
- iii. Brian Crane, Ontario’s Chief Negotiator, Algonquin Land Claim – re: Algonquins of Ontario ratification vote – information
- iv. City of Stratford – re: Auditor General Report and improvements to the Social Assistance Management System – information
- v. Ontario Parks – re: Annual Work Schedule – information
- vi. Cobden Farmers’ Market – re: request for financial support due to damage –
- vii. Ministry of Municipal Affairs and Housing – re: 2016 Annual Repayment Limit – information
- viii. Ministry Responsible for Seniors Affairs – re: June is Senior’s Month

**Action:** Councillor Grills has volunteered to complete the application. Will forward info to send to members of the public for circulation.

- ix. Trans Canada – re: Notice of amendment to application for the Energy East Pipeline Project – information
- x. Kitchissippi Run Organizing Committee – re: request for donations for fall run

**Action:** Clerk to notify organizers that we will donate 2 municipal sweaters for their fundraising

- xi. Trans Canada – re: contact information Jon Pitcher – information
- xii. Valley Employee Family Assistance Program – re: new administrator/counsellor – information
- xiii. North Renfrew Family Services – re: thank you for donation – information
- xiv. Richmond Hill – re: Ontario Municipal Board Reform – information
- xv. Upper Ottawa Valley Genealogical Group Inc. – thank you for donation in exchange for workshop under Senior’s Intergenerational programming – information
- xvi. MNRF – re: Spring Freshet Call – April 1, 2016 - information
- xvii. L1 – MNRF – re: Spring Freshet Call – April 5, 2016 – information
- xviii. L2 – MCSCS – re: auto-extrication – information

## 8. STAFF REPORTS

- i. Report #08/04/16/801 – Clerk’s Report – information  
Resolution #08/04/16/003

Moved by Councillor Reid and Seconded by Councillor Grills

**WHEREAS** the Recreation Committee has recommended at its meeting of Wednesday, March 16, 2017 that up to \$500 be donated towards the planters being created to beautify the hall/office/library complex;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby approve the amendment to the Recreation Committee budget for 2016.

Carried Unanimously

Resolution #08/04/16/003-A

Moved by Councillor Chartrand and Seconded by Councillor Grills

**WHEREAS** with more people trained to provide volunteer services to the Recreation Committee it is easier to staff events;

**AND WHEREAS** the cost of training manuals at \$23.00 per person is reasonable;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby authorize staff to host a Smart Serve training course for upwards of 10 people acknowledging that in return, each successful trainee is to volunteer to bartend for one municipal event per year.

Carried Unanimously

- ii. Report #08/0416/801 – A – Clerk’s Report of Bill 8 Training - information
- iii. Report #08/04/16/802 – Treasurer’s Report – information
- iv. Report #08/04/16/803 – Mayor’s Report – information

## 9. FINANCIAL REPORTS

- i. Cheque Log

Resolution #08/04/16/004

Moved by Councillor Grills and Seconded by Councillor Reid

**BE IT RESOLVED THAT** Report #08/04/16/901 being the Cheque Log to April 4, 2016 totalling \$568,990.60 be accepted as presented.

Carried Unanimously

- ii. Comparative Income Statement

Resolution #08/04/16/005

Moved by Councillor Foote and Seconded by Councillor Grills

**BE IT RESOLVED THAT** the Comparative Income Statement from January 1, 2016 – April 5, 2016, Report #08/04/16/902 be accepted as presented.

Carried Unanimously

Noella left the meeting after financial statements were discussed.

## 10. BY-LAWS - none

## 11. UNFINISHED BUSINESS

- i. Report #08/04/16/1101 – Auto-Ex Follow Up

Resolution #08/04/16/006

Moved by Councillor Reid and Seconded by Councillor Foote

**WHEREAS** Council and staff have been unable to locate an entity willing or able to provide auto-extrication services to Head, Clara & Maria from the eastern border to the Bissett Creek hill on the province’s behalf;

**AND WHEREAS** Mayor Gibson is still working on setting a meeting with neighbours in an attempt at resolution;

**AND WHEREAS** ultimately any solution will come with a price tag;

**AND WHEREAS** any decision will significantly affect the residents and ratepayers of Head, Clara & Maria;

**AND WHEREAS** although Council has been elected to make decisions on ratepayer behalf allowing and following public input on this topic might simplify matters;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby authorize staff to hold public consultation through a public meeting along with referendum type questions to determine the true feelings of the majority of the public to provide direction to Council in furthering resolution of auto-extrication services in a truly democratic manner.

Carried Unanimously

Resolution #08/04/16/007

Moved by Councillor Foote and Seconded by Councillor Reid

**WHEREAS** some members of Council have concern with potential for liability due to the lack of auto-extrication services along Highway 17 through a section of Head, Clara & Maria;

**AND WHEREAS** the municipal insurer has provided Head, Clara & Maria with their opinion in an email;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby direct staff to consult with the municipal solicitor to obtain an up-to-date (2016) opinion on the potential for liability with this current situation.

Carried Unanimously

ii. Report #08/04/16/1102 – Waste Management Review and Options

Resolution #08/04/16/008

Moved by Councillor Reid and Seconded by Councillor Foote

**WHEREAS** a recent municipal Waste Management review exposed a number of challenges with current operations;

**AND WHEREAS** recommended changes will ultimately improve services and may reduce operational costs over the long term;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby authorize staff to:

1. Submit applications for amendments to the Ministry of the Environment (MOE) for the Bissett Creek and Stonecliffe waste disposal sites requesting:
  - a. A variety of materials to be used as cover;
  - b. Reduction in the frequency of cover;
  - c. Approval for use as a transfer station with bins to hold waste materials until dumped and compacted;
  - d. Approval for use as a transfer station for recycling with bins to hold materials until removed for processing;
  - e. Storage for MHSW;
2. Submit application for amendment to the MOE for the Deux Rivieres waste disposal site to allow for use as a transfer station for waste and/or recyclable materials.

Carried Unanimously

Resolution #08/04/16/009

Moved by Councillor Foote and Seconded by Councillor Reid

**WHEREAS** a recent municipal Waste Management Review identified challenges and concerns with the management and operation of our current recycling program requiring immediate attention;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby authorize staff to contract with Beaumen Waste Management Systems Ltd. for recycling collection from municipal transfer stations as soon as possible terminating our agreement with B.A.G. Recycling;

Carried Unanimously

Resolution #08/04/16/010

Moved by Councillor Grills and Seconded by Councillor Foote

**WHEREAS** waste audits will determine the effectiveness of the municipal waste management program and identify whether municipal policy is being followed;

**AND WHEREAS** the Shared Service Centre of Excellence through the Continuous Improvement Fund has obtained partial funding to complete four season waste audits within our community requiring financial participation from Head, Clara and Maria;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby authorize staff to contract for the audits and commits \$6,200 to cover the municipality's costs.

Carried Unanimously

12. **ADDENDUM (NEW BUSINESS)** - none

13. **CLOSED SESSION** – none

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

15. **QUESTIONS AND ANSWERS** - none

16. **CONFIRMATION OF PROCEEDINGS**

Resolution # 08/04/16/011

Moved by Councillor Foote and Seconded by Councillor Reid

**BE IT RESOLVED THAT** By-Law 2016-06 being a by-law to confirm proceedings of the Council of the United Townships of Head, Clara & Maria at its meeting held on Friday, April 8, 2016 be read a first time short and passed.

Carried Unanimously

17. **ADJOURNMENT**

Resolution # 08/04/16/012

Moved by Councillor Reid and seconded by Councillor Grills

**BE IT RESOLVED THAT** this meeting adjourn at 16:44 h. to meet on Friday, May 13, 2016 at 14:00 h.

Carried Unanimously

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Mayor – Jim Gibson

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Clerk – Melinda Reith