



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

Minutes of July 24, 2018

Minutes of a special meeting of Council held on Tuesday, July 24, 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.
2. **ROLL CALL** – The following persons were present: Mayor Bob Reid, Councillors: Calvin Chartrand, Cathy McKay, Nancy Rose and Ernie Villeneuve.

Staff: Melinda Reith, Clerk; Crystal Fischer, Administrative Assistant; approximately 20 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.

5. **DEPUTATIONS/PRESENTATIONS**

- i. Peter Harrington – Welch, LLP – Municipal Auditor – Annual Financial Statements for 2017 – regrets
 - i. The Clerk read through the Auditor's statements and took questions from Council. Mr. Harrington was available via telephone for anything specific. Council did not require this service.

6. **UNFINISHED BUSINESS**

- i. Report #24/07/18/701 – Report and Recommendations from Legal Counsel
 1. Guest – Peggy Young-Lovelace – Expertise 4 Municipalities

Resolution #24/07/18/001

Moved by Councillor McKay and Seconded by Councillor Rose

WHEREAS Council has received training and authorized staff to provide documentation to Wishart and E4M for review concerning recent Council and Council/Staff Relations;

AND WHEREAS the municipality has recently contracted with Wishart Law Group for legal services and E4M who have been charged with providing advice to facilitate Council moving forward in a cohesive manner;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby accept the resulting report and recommendations and direct staff to implement same as soon as possible;

Vote to defer to the September Meeting
Carried Unanimously

7. ADDENDUM (NEW BUSINESS)

- i. Report #24/07/18/801 – Adoption of Audited Financial Statements

Resolution #24/07/18/002

Moved by Councillor Rose and seconded by Councillor McKay

WHEREAS Council has received and reviewed the audited financial statements for the 2017 financial year and has had the opportunity to ask clarifying questions of the Municipal Auditor at this meeting;

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 2017 municipal finances;

AND FURTHER directs staff to implement Mr. Harrington’s recommendations as soon as possible.

Carried Unanimously

- ii. Report #24/07/18/802 – Bill 68 Policies

Resolution #24/07/18/003

Moved by Councillor McKay and seconded by Councillor Rose

WHEREAS Council has approved staff training through Wishart Law Group and Expertise for Municipalities which has resulted in the attached law firm verified policies as required under Bill 68;

AND WHEREAS policies have been prepared which will meet municipal council purposes prior to and after March 1, 2019 when the last sections of this Bill come into effect;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Mara does hereby adopt the following policies as presented:

- 1. Council Code of Conduct
- 2. Council-Staff Relations Policy
- 3. Integrity Commissioner Inquiry Protocol
- 4. Integrity Commissioner Inquiry Protocol – Post March 1, 2019

Carried

Recorded Vote

Chartrand, C	Yea <input checked="" type="checkbox"/> Nay <input type="checkbox"/>
McKay, C	Yea <input checked="" type="checkbox"/> Nay <input type="checkbox"/>
Reid, B	Yea <input checked="" type="checkbox"/> Nay <input type="checkbox"/>
Rose, N	Yea <input checked="" type="checkbox"/> Nay <input type="checkbox"/>
Villeneuve, E	Yea <input type="checkbox"/> Nay <input checked="" type="checkbox"/>

8. CLOSED SESSION – Report #24/07/18/1301 – As Required – not required

9. BUSINESS ARISING FROM CLOSED SESSION – Not required

10. CONFIRMATION OF PROCEEDINGS

Resolution #24/07/18/004

Moved by Councillor McKay and seconded by Councillor Rose

BE IT RESOLVED THAT By-Law 2018 - 17 being a by-law to confirm proceedings of the Council of the United Townships of Head, Clara & Maria at its meeting held on Tuesday, July 24, 2018 be read a first time short and passed.

Carried Unanimously

11. ADJOURNMENT

Resolution #24/07/18/005

Moved by Councillor Rose and seconded by Councillor McKay

BE IT RESOLVED THAT this meeting adjourn at 20:25h. to meet again on Tuesday, September 11, 2018 at 19:00 h.

Carried Unanimously

MAYOR – BOB REID

CLERK – MELINDA REITH

Notes to Council Meeting – Peggy Young-Lovelace – Expertise 4 Municipalities Go Forward Plan

Small community – we have reviewed many documents – how to work together as a community and not continue divisiveness.

Provide solutions for moving forward – history – friction in community. Guidance on how to get beyond that. Rail bed has been major problem that has caused a large amount of dissention in community. – report will be provided after meeting.

Engagement policy – protocol – how to consult with community.

Public have talents – ad hoc committees. Council should make use of them.

Sometimes council have to make a political decision – staff need to understand that council might not take their advice and make a decision contrary to it.

Council does not want to spend money to get advice. Staff wear many hats – they are forced to give recommendations that they are not qualified to. Sometimes the advice is wrong. Council then holds staff accountable, which is not fair. Use professionals – it may cost more but they have insurance if they're wrong.

Where to go to move forward – build a culture of trust. Establish and follow the rules. Tools and documents you are required to have. Need to be reviewed and some updated.

Bill 68 amendments – what works for us.

Improve decision making processes. – Flaw in 98% of municipalities. Everybody brings their own way to the table. Sometimes they won't work together – based on personality, experience. Need to make decisions in a way that we may not be comfortable with.

Needs to fit in strategic plan. Where is the framework to follow in this situation?

Bono and the 7 hats – different ways to look at a problem and work to resolve them. Need to understand the people you work with and how they make decisions.

Strength inventory – certain capabilities you can draw on when certain decisions need to be made.

Ask people in community to help with different things – e.g. lobby government. That is not staff's job.

Develop leadership. Public to hold Council accountable. Have a voice.

Develop "the team". Council, staff and public. All have a responsibility – no "I" in team.

It's a thankless job. Hours you put in reading material so you can make a difference. Not the fame, not the paycheque. People sit at the table because hopefully they have the best interest of the community at heart. Council's sometimes don't always make the best or right decisions – decisions that are in the best interest of the community. Make a decision because you feel threatened by members of the public.

Micromanagement – keys to the grader. Obligation to protect the interests of the taxpayer.

Council job to set policy and service levels. Not about running the show. Operating the grader.

Decisions that council make – affects the perception that the community has of you.

Staff Code of Conduct – definition of conflict of interest. – Staff not covered under MCI/A – needs to be defined in staff code.

Workplace violence and harassment – Bill 132 policy – ask Linda for a copy. – Bring to Council for adoption at next meeting.

Procedure By-Law – common language. What a public meeting looks like – expected decorum. – Planning to host a session in November. Staff along with Council come to workshops. Training on why it's there. Some things are legislated.

Accountability and Transparency. Revisit it – dialogue with public on what that means.

Notice By-Law – make sure it's effective.

Education – documents, public information session, public, staff and council are on the same page – have to have the same information.

Communication Strategy

Council Report to include other checklists – strategic plan, by-law, policy – have they been considered. Automatically input into each report.

Political Acuity – don't look at big picture often. Sometimes you need to see how other things work at other levels – county – province – how to get your word out. Not staff job to be lobbyist – that's a council role – relationship with MP and MPP – to be able to move agenda forward.

Put out an org chart. Know who does what.

Develop a team – council and staff and public all being a part of the team. Develop through all layers of the community.

Solid council orientation after the election. Critical. Need a neutral third party to do it.

Public education – important. Need to do a lot more of. Bill 68 changes and Integrity Commissioner.

Complaint process policy. Need a formal policy – if X – then Y; if A – then B. Chart to explain it all.

Communications and media policy. Don't have a professional PR person. Media famous going to staff – should go to head of council or designate. If Mayor away, could then be designate.

Action plan – what we recommend, how and when.