



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

Minutes of September 19, 2019

Minutes of a regular meeting of Council held on Thursday, September 19, 2019 at 7:00 p.m. 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 Debbi Grills, Councillors: Brent Allen, Chris Dowser, Fran Kelly-Chamberlain, and Ernie Villeneuve.

Staff: Crystal Fischer, Clerk/ Deputy Treasurer, members of the public.

Consultants:

Absent/Regrets: Noella LeBreton, Treasurer

3. RECITAL OF THE MUNICIPAL MISSION AND VISION STATEMENTS - Councillor Kelly-Chamberlain

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 - none

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 – Timothy Hutchison – Municipal Insurance Services

See notes on page 5.

Resolution 19/09/19/013

Moved by Councillor Dowser and Seconded by Councillor Kelly-Chamberlain

BE IT RESOLVED THAT Council does hereby amend the agenda of September 19, 2019 to include “By-Laws” after Addendum (New Business) and Business Arising from Closed Session.

Carried Unanimously

6. ADOPTION OF MINUTES OF PREVIOUS MEETINGS (INCLUDING COMMITTEES)

Resolution No.: 19/09/19/001

Moved by Councillor Villeneuve and seconded by Councillor Allen

BE IT RESOLVED THAT the minutes of the regular meeting of council of August 15, 2019 and the special meeting of September 7, 2019 be accepted as presented.

Carried Unanimously

Minutes for information only -

- Library Board Minutes
June 6, 2019
- Recreation Committee Minutes
September 3, 2019

7. CORRESPONDENCE & PETITIONS

Petitions - none

Correspondence

- i. Town of Bradford West Gwillimbury – Never Forgotten National Memorial

- ii. Norfolk County – Gas Well Issues
- iii. Township of Brudnell, Lyndoch and Raglan – Municipal Amalgamation
- iv. Halton Region – Local Planning Appeal Tribunal
- v. County of Renfrew – Shared Services

Action: Members of Council and/ or the Clerk to send Mayor Grills any possibilities of shared services by October 4, 2019.

- vi. Township of Bonnechere Valley – Ottawa River and Great Lakes Flooding

8. MAYOR'S REPORT

- Report 19/09/19/801 – Mayor Debbi Grills

9. STAFF REPORT

- Report 19/09/19/901 – Clerk's Report
Action: Clerk to contact municipalities to see if and how they accept e-transfers.
- Resolution No.: 19/09/19/002

Moved by Councillor Allen and seconded by Councillor Villeneuve

BE IT RESOLVED THAT the Council of the United Township of Head, Clara and Maria does hereby authorize staff to close the municipal office from Tuesday December 24th, 2019 at noon, to and including Friday January 3rd, 2019.

Carried Unanimously

- Resolution No.: 19/09/19/003

Moved by Councillor Villeneuve and seconded by Councillor Allen

WHEREAS the Recreation Reserve Fund was established as \$19,851 in 2016, with a \$2,217 surplus in 2017 and a \$1,568 deficit in 2018 amounting to \$20,500 as of December 31, 2018;

AND WHEREAS as per advice of the municipal auditor, a resolution is required to be passed in order to approve the Recreation Reserve amount as \$20,500.

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara and Maria does authorize staff to transfer \$649 to the Recreation Reserve Fund.

Carried Unanimously

- Resolution No.: 19/09/19/004

Moved by Councillor Allen and seconded by Councillor Villeneuve

WHEREAS concerns regarding the start time of Council meetings were expressed at previous council meetings;

BE IT RESOLVED THAT The Council of the United Townships of Head, Clara and Maria does hereby change the remaining 2019 Council meeting times to 1:00 p.m. for October 17, November 21 and December 19.

Carried Unanimously

- Resolution No.: 19/09/19/005

Moved by Councillor Dowser and seconded by Councillor Kelly-Chamberlain

WHEREAS Ann Turney, Emergency Preparedness Officer at CNL, has been approved to provide Basic Emergency Management training, along with Chris Pittens, Field Officer for the OFMEM;

AND WHEREAS it is an excellent opportunity for Staff and Council to complete training in house;

BE IT RESOLVED THAT The Council of the United Townships of Head, Clara and Maria does hereby approve BEM training in Head, Clara and Maria, authorizes use of the community centre for two days, and acknowledges the training will be available to the public and advertised through the OFMEM training portal;

AND FUTHER Council will not charge a fee to cover any costs associated with the course.

Carried Unanimously

10. UNFINISHED BUSINESS

Report 19/09/19/1001 – Strategic Planning

Action: Council to submit their Desired Outcomes and Core Values by Friday September 27, 2019 to Mayor Grills and the Clerk to meet to complete draft final.

Report 19/09/19/1002 – Memorandum of Understanding Northern Graphite

Resolution No.: 19/09/19/006

Moved by Councillor Kelly-Chamberlain and Seconded by Councillor Dowser

WHEREAS Staff has received a Draft Memorandum of Understanding from Northern Graphite concerning the purchase/ lease of unopened road allowances;

BE RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby authorize Staff to send the Memorandum of Understanding to the County of Renfrew Planning and Development Department.

Carried

- Report 19/09/19/1003 – Winter Maintenance Contract

Resolution No.: 19/09/19/007

Moved by Councillor Kelly-Chamberlain and Seconded by Councillor Dowser

WHEREAS Council has awarded the Winter Maintenance Contract to Pat Stewart Trucking;

AND WHEREAS Council passed Resolution 17/01/19/006 stating “cost of living adjustments be excluded from future contracted service negotiations”

AND WHEREAS Mr. Stewart requested in his tender bid to have the COLA clause included;

THEREFORE BE IT RESOLVED THAT The Council of the United Townships of Head, Clara and Maria does hereby authorize staff to include COLA in the contract as per the contractor’s request.

Carried

Recorded Vote		
Allen, B	Yea ___	Nay <u> x </u>
Dowser, C	Yea ___	Nay <u> x </u>
Grills, D	Yea <u> x </u>	Nay ___
Kelly-Chamberlain, F	Yea <u> x </u>	Nay ___
Villeneuve, E	Yea <u> x </u>	Nay ___

11. ADDENDUM (NEW BUSINESS)

- Report 19/09/19/1001 – Public Works Advisory Committee

Resolution No.: 19/09/19/008

Moved by Councillor Dowser and seconded by Councillor Kelly-Chamberlain

WHEREAS residents in the community have expressed interest in having an Ad Hoc/ Advisory Committee created specifically for Public Works;

AND WHEREAS Council sees the value of having a Public Works Advisory Committee;

THEREFORE BE IT RESOLVED THAT The Council of the United Townships of Head, Clara and Maria does approve the creation of a Public Works Advisory Committee

AND FURTHER accepts the Terms of Reference as amended;

AND FURTHER directs the Clerk to advertise seats available on the Public Works Advisory Committee as per the Terms of Reference.

Carried Unanimously

- Report 15/08/19/1002 – Investing in Canada Infrastructure Program

Resolution No.: 19/09/19/009

Moved by Councillor Dowser and Seconded by Councillor Kelly- Chamberlain

WHEREAS Council has received and reviewed report 19/09/19/1102 concerning the Investing in Canada Infrastructure Program;

AND WHEREAS Council is willing to contribute the applicant’s contribution of 26.67% up to a maximum of \$10,000;

THEREFORE BE IT RESOLVED THAT The Council of the United Townships of Head, Clara and Maria does hereby authorize staff to submit an application for funding through the Investing in Canada Infrastructure Program.

Carried Unanimously

12. BY-LAWS

Resolution No.: 19/09/19/013

Moved by Councillor Allen and seconded by Councillor Villeneuve

WHEREAS Council received advice from Mr. Beakley concerning the municipality's obligation to appoint a designated Treasurer;

BE IT RESOLVED THAT By-Law 2019-25 being a by-law to appoint a Clerk and a Treasurer for Corporation of the United Townships of Head, Clara and Maria be read a first time for and passed.

Carried Unanimously

13. BUSINESS ARISING FROM CLOSED SESSION

Resolution No.: 19/09/19/012

Moved by Councillor Kelly-Chamberlain and Seconded by Councillor Dowser

WHEREAS Council received advice from Mr. Beakley concerning the Organizational Review by E4M;

AND WHEREAS Mr. Beakley suggested to Council that they provide a copy of the Organizational Review to the Municipal Auditor for his opinion on the financial matters of the review;

THEREFORE BE IT RESOLVED THAT Council of the United Townships of Head, Clara and Maria does hereby authorize Staff to forward the Organizational Review to Mr. Harrington for his advice and opinion on the financial matters outlined in the review.

Carried Unanimously

14. QUESTIONS AND ANSWERS

Mayor Grills and Mr. Gibson will be taking the lead on Remembrance Day celebrations this year, with the help of the RAC Committee. If any members of Council are interested in helping out, set up, food donations, presenters etc. are required.

Brushing – Why are some roads being significantly maintained being maintained with low population/ seasonal properties? Why are some parts of the same road maintained and not others? What qualifies a road to be minimally maintained?

Action: Clerk to follow up with Roads Superintendent.

15. CONFIRMATION OF PROCEEDINGS

Resolution No.:19/09/19/010

Moved by Councillor Villeneuve and seconded by Councillor Allen

BE IT RESOLVED THAT By-Law 2019-25 being a by-law to confirm proceedings of the Council of the United Townships of Head, Clara & Maria at its meeting held on Thursday, September 19, 2019 be read a first time short and passed.

Carried Unanimously

16. ADJOURNMENT

Resolution No.: 19/09/19/011

Moved by Councillor Allen and seconded by Councillor Villeneuve

BE IT RESOLVED THAT this meeting adjourn at 9:39 p.m. to meet again on Thursday, October 17th, 2019 at 1:00 p.m.

Carried Unanimously

MAYOR

CLERK

Timothy Hutchison – President, Municipal Insurance Services

Largest brokerage in Northern Ontario; they have an exclusive partnership with JLT.

We have entered into a hard market where fewer companies are willing to provide insurance and premiums have increased. However, they are working with JLT to keep rates low, and are able to do so because of the size of the JLT.

Coverage remained the same from last year with only a slight increase in premiums. Council may want to consider cyber/ransomware insurance to protect against viruses that may take over computer and hold information ransom. Coverage would cover the expenses to have an expert to come in and unlock the data or pay the ransom to have the information unlocked. May be required to make sure that municipal and resident's information is protected.

Snowplowing for seniors – sensitive area, can increase exposure to slip and falls. Not something they would recommend to municipalities, however the insurance policy would cover any claim. The municipality is increasing their risk due to slip and fall, property damage and increase risk of claims which could lead to increased premiums depending on circumstances. If Council decides to proceed with providing this service, they should set guidelines as to who qualifies for the service and limit their exposure, maintain documentation that minimum maintenance standards were kept up and document each time a property is plowed noting when it was done, that it was done properly, any issues etc. If Council proceeds, ensure that the insurer is contacted to ensure that the coverage is suitable etc.

Municipal Liability consuming alcohol on municipal property – covered if something happened and someone comes back on you. If we are providing the alcohol it is covered. It will depend on the exact circumstances. Is there is an incident and they come back onto the municipality it will be covered under our current insurance.

Can extend coverage for anyone who is renting the hall to include alcohol liability "special event insurance" should have insurance that they purchase on their own – 2 million at least – approximately \$150-200. Can have this included to our policy at an approximately \$1100 and then the municipality charges a cost at the time of the rental.