



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

**Minutes of October 17, 2019**

Minutes of a regular meeting of Council held on Thursday, October 17, 2019 at 1:00 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/ Treasurer, members of the public.

**Consultants:**

**Absent/Regrets:**

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

**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

**5. DEPUTATIONS/PRESENTATIONS** –

- i. Chris Doucette – Deep River District Hospital Foundation Major Campaign
  - ii. Todd Dowser – Missing Link Snowmobile Club
- See page seven for notes.

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

Resolution No.: 17/10/19/001

Moved by Councillor Villeneuve and seconded by Councillor Allen

**BE IT RESOLVED THAT** the minutes of the regular meeting of council of September 19, 2019 be accepted as presented.

Carried Unanimously

Minutes for information only -

- Library Board Minutes  
September 3, 2019
- Recreation Committee Minutes  
October 7, 2019

**7. CORRESPONDENCE & PETITIONS**

**Petitions - none**

**Correspondence**

- i. Township of Zorra – Upper Thames River Conservation
- ii. MMAH- Building Code Service Transformation
- iii. The Weather Network – Update on Endorsement
- iv. Township of Admaston Bromley – Coroner’s Inquest
- v. Jim Gibson – By-law 2018-06
- vi. AMO - Liability and Insurance Cost Reforms
- vii. Code Red – Emergency Notification System
- viii. City of Hamilton – Single Use-Wipes

## 8. MAYOR'S REPORT

- Report 17/10/19/801 – Mayor Debbi Grills

## 9. STAFF REPORT

- Report 17/10/19/802 – Road Superintendent Report

**Action: Clerk to send letter to property owner who has been blocking access on Mackey Creek Road.**

## 10. FINANCIAL REPORTS

- Report 17/10/19/901 –Revenue and Expense Report

Resolution No.:17/10/19/003

Moved by Councillor Allen and Seconded by Councillor Villeneuve

**BE IT RESOLVED THAT** the Revenue and Expense Report ending September 30, 2019 be accepted as presented.

Carried Unanimously

- Report 17/10/19/902 – Draft Budget – for information only.

## 11. UNFINISHED BUSINESS

- Report 17/10/19/1001 – 2019-2022 Strategic Plan

Resolution No.:17/10/19/004

Moved by Councillor Allen and Seconded by Councillor Villeneuve

**BE IT RESOLVED THAT** The Council of the United Townships of Head, Clara and Maria does hereby approve the 2019-2020 Strategic Plan.

Carried Unanimously

- Report 17/10/19/1002 – Organizational Review

Resolution No.:17/10/19/005

Moved by Councillor Villeneuve and Seconded by Councillor Allen

**BE IT RESOLVED THAT** The Council of the United Townships of Head, Clara and Maria does hereby agree to make the Organizational Review provided by E4M a public document, as redacted, to be discussed in open session.

Carried Unanimously

Resolution No.:17/10/19/2001

Moved by Councillor Allen and Seconded by Councillor Villeneuve

**WHEREAS** Council has received recommendations resulting from an Organizational Review conducted by E4M;

**AND WHEREAS** recommendations in the review concerning the Organizational Structure include:

Optimize the organizational structure to include a Clerk/Treasurer, and Administrative Assistant or Deputy Clerk/Treasurer and a part time or casual Receptionist/ Administrative Assistant;

Provide cross training for full time employees;

Council to be proactive in conducting some of their own research regarding municipal business; and

Contract an HR specialist to create HR policies and processes.

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara and Maria does hereby accept these recommendations and directs staff to begin implementation.

Carried Unanimously

Resolution No.:17/10/19/2002

Moved by Councillor Villeneuve and Seconded by Councillor Allen

**WHEREAS** Council has received recommendations resulting from an Organizational Review conducted by E4M;

**AND WHEREAS** recommendations in the review concerning the Organizational Culture/ Communications include:

Create an inventory of backlog issues and draft a plan of action;

Create an annual operational and HR plan that includes a plan of action for resolving backlog issues;  
 Council and staff to support public communications;  
 Clerk to develop professional network; and  
 Clerk and Council members to have a one on one conversation about roles, responsibilities, preferred work styles and communications.

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara and Maria does hereby accept these recommendations and directs staff to begin implementation.

Carried Unanimously

Resolution No.:17/10/19/2003

Moved by Councillor Allen and Seconded by Councillor Villeneuve

**WHEREAS** Council has received recommendations resulting from an Organizational Review conducted by E4M;

**AND WHEREAS** recommendations in the review concerning the Organizational Culture/ Communications include reviewing options for office hours and closures;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara and Maria does hereby agree to leave the office hours from 8:30 a.m. - 4:00 p.m. Monday-Wednesday and Friday to be reviewed on any change of staffing.

Carried

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

Resolution No.:17/10/19/2004

Moved by Councillor Villeneuve and Seconded by Councillor Allen

**WHEREAS** Council has received recommendations resulting from an Organizational Review conducted by E4M;

**AND WHEREAS** recommendations in the review concerning Financial/Asset Management include:

- Amend the chart of accounts, remove duplicate accounts and create a report within MuniSoft to assist Council in their decision making;
- Create a reserve fund policy;
- Create a single file for Reserves including all by-laws/ resolutions;
- Remove the Library reserve from the Municipality's;
- Create an agreement between the Municipality and the Library with respective roles and responsibilities;
- Establish a five or ten year capital budget;
- Create an investment policy;
- Create, implement and ongoing review of Council term plan; and
- Update Asset Management Plan.

**BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara and Maria does hereby accept these recommendations and directs staff to begin implementation.

Carried Unanimously

Resolution No.:17/10/19/2005

Moved by Councillor Dowser and Seconded by Councillor Kelly-Chamberlain

**WHEREAS** Council has received recommendations resulting from an Organizational Review conducted by E4M;

**AND WHEREAS** recommendations in the review concerning HR Processes include:

- Create a checklist and system for maintaining personnel files and implement within active files;
- Create a standardized process for performance management which includes quarterly check-ins and an annual formal review;

Allocate funding in budget to support development opportunities; and  
Create a Learning and Development template for all employees;  
**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara and Maria does hereby accept these recommendations and directs staff to begin implementation.

Carried Unanimously

Resolution No.:17/10/19/2006

Moved by Councillor Kelly-Chamberlain and Seconded by Councillor Villeneuve  
**WHEREAS** Council has received recommendations resulting from an Organizational Review conducted by E4M;

**AND WHEREAS** recommendations in the review concerning the Job Descriptions include:

Consider one full-time Municipal Works Labourer position, streamlining operations to do so, and hire one person to shadow both positions in order to begin succession planning;  
Review and organize the Record Tracking System Master List; and  
Update and standardize Job Descriptions so that they directly relate to compensation, performance management and learning and development plans.

**BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara and Maria does hereby accept these recommendations and directs staff to begin implementation.

Carried Unanimously

Resolution No.:17/10/19/2007

Moved by Councillor Dowser and Seconded by Councillor Kelly-Chamberlain  
**WHEREAS** Council has received recommendations resulting from an Organizational Review conducted by E4M;

**AND WHEREAS** the recommendation in the review concerning Policies includes a policy review and update project to be undertaken that includes a central online filing system;

**BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara and Maria does hereby accept these recommendations and directs staff to begin implementation.

Carried Unanimously

**A five minute recess commenced at 4:15 p.m.**

- Report 17/10/19/1003 – Northern Graphite Memorandum of Understanding

Resolution No.:17/10/19/006

Moved by Councillor Dowser and Seconded by Councillor Kelly-Chamberlain

**WHEREAS** Council has received comment from the County of Renfrew regarding the Draft Memorandum of Understanding from Northern Graphite concerning the purchase/ lease of unopened road allowances;

**BE IT RESOLVED THAT** The Council of the United Townships of Head, Clara and Maria does hereby accept the Memorandum of Understanding provided by Northern Graphite.

Carried Unanimously

**12. ADDENDUM (NEW BUSINESS)**

- Report 17/10/19/1101 – Deux Rivieres Salt Shed Roof Replacement

Resolution No.: 17/10/19/007

Moved by Councillor Dowser and seconded by Councillor Kelly-Chamberlain

**WHEREAS** the roof on the salt shed in Deux Rivieres needs to be replaced as soon as possible to prevent further damage;

**AND WHEREAS** staff have received a quote for the roof replacement;

**THEREFORE BE IT RESOLVED THAT** The Council of the United Townships of Head, Clara and Maria does hereby approve the replacement of the Deux Rivieres salt shed roof at an estimated cost, not exceeding, \$5161.28 and do not require a second quotation.

Carried Unanimously

- Report 17/10/19/1102 – Hall Rental Policy/ Fee Schedule – for information only.

### 13. BY-LAWS

- Report 17/10/19/1201 – 2019-27 Indemnity By-Law

Resolution No.: 17/10/19/008

Moved by Councillor Dowser and seconded by Councillor Kelly-Chamberlain

**BE IT RESOLVED THAT** By-law 2019-27 being a by-law to provide for the indemnity and defense of Councillors and Employees against liability incurred while acting on behalf of the Corporation be read a first, second and third time passed.

Carried Unanimously

### 14. CLOSED SESSION

Resolution No.: 17/10/19/009

Moved by Councillor Kelly-Chamberlain and Seconded by Councillor Dowser

**WHEREAS** the Municipal Act allows for closed meetings under section 239(2) (b); **THEREFORE BE IT RESOLVED THAT** this meeting go into an in camera session at 4:40 p.m. to adopt the minutes from the closed meeting of September 19, 2019 and discuss personal information about identifiable individuals.

Carried Unanimously

Resolution No.: 17/10/19/010

Moved by Councillor Dowser and Seconded by Councillor Kelly-Chamberlain

**WHEREAS** Council went into closed session to adopt minutes from the closed meeting of September 19, 2019 discuss personal information about identifiable individuals;

**THEREFORE BE IT RESOLVED THAT** this meeting come out of closed session at 6:33 p.m. and the public portion of the meeting continue.

Carried Unanimously

### 15. BUSINESS ARISING FROM CLOSED SESSION

Resolution No.: 17/10/19/013

Moved by Councillor Dowser and Seconded by Councillor Allen

**BE IT RESOLVED THAT** Council of the United Townships of Head, Clara and Maria does direct staff to create a job description and post for the Clerk/Treasurer, Municipal Maintenance Worker and part time Administrative Assistant with Deputy Mayor Villeneuve to review and assist.

Carried Unanimously

### 16. QUESTIONS AND ANSWERS

Missing Link Snowmobile Club Deputation

Resolution No.: 17/10/19/014

Moved by Councillor Kelly-Chamberlain and Seconded by Councillor Villeneuve

**BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara and Maria does hereby direct Staff to enter into a partnership with the MLSC with details to follow.

Carried Unanimously

By-Law 2018-08 Election Signs Repeal

Resolution No.: 17/10/19/002

Moved by Councillor Villeneuve and Seconded by Councillor Allen

**BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara and Maria does hereby rescind 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 and Maria.

Carried Unanimously

### 17. CONFIRMATION OF PROCEEDINGS

Resolution No.:17/10/19/012

Moved by Councillor Kelly-Chamberlain and seconded by Councillor Dowser

**BE IT RESOLVED THAT** By-Law 2019-28 being a by-law to confirm proceedings of the Council of the United Townships of Head, Clara & Maria at its meeting held on Thursday, October 17, 2019 be read a first time short and passed.

Carried Unanimously

**18. ADJOURNMENT**

Resolution No.: 17/10/19/011

Moved by Councillor Chamberlain and seconded by Councillor Dowser

**BE IT RESOLVED THAT** this meeting adjourn at 6:50 p.m. to meet again on Thursday, November 21<sup>st</sup>, 2019 at 1:00 p.m.

Carried Unanimously

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**MAYOR**

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**CLERK**

## **Deputation Notes**

### Deep River and District Hospital Foundation – Chris Doucette

There is a need to replaced outdate hospital equipment throughout Ontario, with little to no funding provided from higher levels of government. There has been an identified need for diagnostic imaging equipment replacement, specifically for the Deep River Hospital.

X-ray equipment's typical life expectancy is between 10 and 15 years. The current portable x-ray machine at the Deep River Hospital is 24 years old and the fixed machine is 12 years old.

Because there is no government funding available to purchase new capital equipment, or repair existing equipment, there is a need for community financial support. The DRDHF's mission is to raise funds for equipment to sustain the exceptional services offered at the Deep River and District Hospital.

Their Focused on You Campaign has raised 1.31 million dollars to date which represents 75% of the 1.75 million dollar goal. One million dollars in revenue has been raised from Catch the Ace. This funding will be utilized to purchase a new x-ray machine, a portable x-ray unit and an ultrasound scanner.

There are many ways to donate including the Circle of Giving, Planned Giving Program, In-memoriam giving, employee payroll deductions, Pathway of Angels, In-Kind, Volunteer etc.

Visit [www.drdfoundation.com](http://www.drdfoundation.com) for more information.

### Missing Link Snowmobile Club – Todd Dowser

The MLSC is looking to potentially partner with the municipality to store their groomer at the Deux Rivieres Salt Shed. The front of the groomer needs thawing over the winter and requires power hook-up and a fuel supply. Fuel tanks will need to be relocated to the Salt Shed, and the insurance to cover the liability of the fuel tanks will be covered by either MLSC or OFSC. The salt shed requires roof replacement and electrical hook-up. MLSC is interested in offsetting some of these costs in exchange of a five year lease. The intention is that it will not be at a cost to the tax payers. It may be a win – win for both parties.

The space may also be shared between both parties, as the municipality stores stages etc. there currently. Because the Salt Shed is 25ft long, and the groomer and drag is a combined 42.5 feet, the groomer will be parked in the shed without the main doors being fully closed and locked.

Running low on time as winter is quickly approaching.