

November 16, 2012

Minutes of a regular meeting of Council held on Friday, November 16, 2012 at 14:02 h. in the Municipal Hall.

1. CALL TO ORDER & MOMENT OF SILENCE

2. ROLL CALL

The following were present Reeve Stewart and Councillors: Dave Foote, Jim Gibson, Debbi Grills and Robert Reid.

Staff: Melinda Reith, Clerk; 1 member of the media and 6 members of the public were present.

3. DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF - none

4. DEPUTATIONS/PRESENTATIONS - none

5. ADOPTION of MINUTES of PREVIOUS MEETINGS (INCLUDING COMMITTEES)

i. Council Minutes – November 2, 2012

Resolution # 16/11/12/001

Moved by Councillor Foote and seconded by Councillor Gibson

BE IT RESOLVED THAT the minutes of the regular meeting of Friday, November 2, 2012 be accepted as presented.

Carried Unanimously

ii. Minutes of Library Board, September 17, 2012 – information only

6. CORRESPONDENCE & PETITIONS – None

7. CORRESPONDENCE

i. AMO – Ontario Immigration Strategy - information

ii. Ministry of Aboriginal Affairs – re: Algonquin Land Claim Meeting Update - information

iii. North Renfrew Family Services – re: Christmas Basket Program – Council to donate

Resolution #001-A

Moved by Councillor Foote and Seconded by Councillor Reid

BE IT RESVOLED THAT HCM donate the sum of \$100 to the North Renfrew Family Services Christmas Basket fund.

Carried Unanimously

iv. Minister of Agriculture and Agri-Food – re: disaster relief - information

v. MMAH – re: Local Improvement charges Regulations - information

vi. Canada Wind Energy Association – re: property values and wind turbines - information

vii. AMO – re: Review of Social Assistance in Ontario - information

viii. Township of Uxbridge – re: Access to High-Bandwidth Broadband – resolution for next meeting

ix. Solid Waste and Recycling – re: Algonquin Energy from Waste - information

x. L1 – OBRA – re: Ontario to Strengthen Municipal Infrastructure - information

xi. L2 – Hon. Bob Chiarelli – re: Ontario's Municipal Infrastructure Strategy - information

xii. L3 – Township of Killaloe, Hagarty and Richards – re: donation toward Pembroke Regional Hospital MRI campaign – to set aside to determine if surplus funds are available by year end. Bring back for reconsideration.

8. STAFF REPORTS

i. Report #16/11/12/801 – Clerk's Report – information only; Summary of Nuclear Science and Tourist Information Centre minutes.

ii. Report #16/11/12/802 – Treasurer's Report – none;

iii. Report #16/11/12/803 – Reeve's Report – verbal at meeting;

1. Tri Council November 5, 2012 with Councillor's Grills and Gibson, speaker not available, brief meeting, will bring forward more information at a later date.
2. Attended Valley EFAP – on Tuesday with the Clerk;
3. It was too bad that Warden Sweet was not available to come up to address Council, Warden Emon to come in the New Year. That was all I attended.

iv. Report #16/11/12/804 – Councillor Grills – from various meetings;

1. Unity in Diversity Week Thank Cathy Balla-Boudreau for the invitation;
2. Tri-Council meeting of November 5, 2012– to introduce new CEO of DRDH – instead heard about present status of the health team, new doctors are on board and are taking new patients;
3. Remembrance Day Ceremony – Thank you to members of community and beyond, Gibson for soup, CWL for sandwiches etc.;
4. Attended the Valley EFAP office open house and was warmly welcomed by office staff, Sherry, Shelley and Alex, happily surprised that someone came from Townships;
5. Flu Clinic – 18 shots.
6. Valley EFAP information provided could be posted in library.

v. Report #16/11/12/805 – Councillor Gibson – FIR training; read report.

9. FINANCIAL REPORTS - none

10. BY-LAWS - none

11. UNFINISHED BUSINESS

i. Report #16/11/12/1101 – Merged Municipal Worker Health and Safety Policy Resolution # 16/11/12/002

Moved by Councillor Gibson and Seconded by Councillor Foote

WHEREAS Council deems it appropriate to not only have a general Municipal Health and Safety policy but to also have activity specific policies;

AND WHEREAS the document presented covers most working conditions and guidelines for preventing injury while completing the tasks required for all job duties, tasks and responsibilities while employed in one of the municipality's "outside" worker positions;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby adopt the Municipal Health and Safety Policy and Procedures document for All Departments as amended.

Carried Unanimously

ii. Report #16/11/12/1102 – Finalized Workplace Violence and Harassment Policy Resolution # 16/11/12/003

Moved by Councillor Foote and Seconded by Councillor Gibson

WHEREAS the municipal Harassment, Bullying and Workplace Violence Policy required modifications to allow it to be utilized efficiently, independently and impartially;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby agree to adopt the newly amended policy as presented which incorporates previously discussed staff changes and recommendations of the municipal solicitor.

Carried Unanimously

Reeve Stewart to declare pecuniary interest in this issue as her mother is an employee. Councillor Gibson replaced the chair at 2:37 p.m.

Discussion ensued.

Resolution #16/11/12/003-A

Moved by Councillor Reid and Seconded by Councillor Foote

BE IT RESOLVED THAT the positions on the salary grid change proposal be limited to levels 3, 5, 7 and 9.

Carried Unanimously

After determining that there was no longer a pecuniary interest, Reeve Stewart resumed the chair at 15:00 h.

iii. Report #16/11/12/1103 – Updated Salary Review and Pension Report
Resolution # 16/11/12/004
Moved by Councillor Gibson and Seconded by Councillor Reid
WHEREAS the employee salary grid review completed in 2010 recommended annual pay scale reviews to increase employee salaries to be more competitive with neighbouring municipal salaries;

AND WHEREAS it has been determined through evaluation of the County Salary Survey that Head, Clara & Maria employee salaries are in some cases the lowest in the county and in others next to lowest with the high range in HCM salaries lower than the low range for the majority of comparable positions;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby agree to increase the employee salary grid for the employees of the Municipality of the United Townships of Head, Clara & Maria as follows in an effort to take steps to begin to decrease the gap between HCM employee salaries with those of other local municipal employees;

Jan 1	2013	2014
Level 1	0	0
Level 2	0	0
Level 3	3	2
Level 4	0	0
Level 5	3	2
Level 6	0	0
Level 7	3	2
Level 8	0	0
Level 9	3	2

AND FURTHER THAT any adjustment is to become effective on January 1, 2013.
Carried

Recorded Vote	
Councillor Foote	yes
Councillor Gibson	yes
Councillor Grills	yes
Councillor Reid	no
Reeve Stewart	no

Resolution # 16/11/12/005
Moved by Councillor Gibson and Seconded by Councillor Foote
WHEREAS research has shown that Canadians are facing increasing challenges in financing their retirements to a point where the Federal government is considering making employer retirement plans mandatory;

AND WHEREAS the Municipality of Head, Clara & Maria is one of only two remaining municipalities within the County which does not provide an employee pension or retirement plan;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby agree to implement a retirement savings plan effective January 1, 2013.

AND FURTHER THAT this plan shall be a mandatory Group RSP with employer contribution limits set by Council by resolution from time to time.

AND FURTHER THAT to start this Group RSP Council does hereby agree to contribute 4% of employee gross annual salary as their contribution.

AND FURTHER THAT the administration of this plan will be the responsibility of the Clerk and Treasurer through a recognized Canadian plan provider.
Defeated Unanimously

iv. Report #16/11/12/1104 - Change to Procedure By-law

Resolution # 16/11/12/006

Moved by Councillor Reid and Seconded by Councillor Grills

WHEREAS the current meeting schedule conflicts with staff, public and Council member long weekends;

AND WHEREAS there has been some demand for evening meetings to allow those who are employed to attend;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby agree to modify its Procedure By-law to allow for an annual meeting calendar to be set, with the allowance for Council modification of meeting dates and times through resolution as currently exists in case of unforeseen events and does hereby direct staff to begin the process of making amendments to the Procedure By-law.

Carried Unanimously

Action: Clerk to schedule annual meetings for 2013 calendar for Council's adoption—summer general public meeting (June);

v. Report #16/11/12/1105 – Resolutions of support – Ability to Pay Act

Resolution # 16/11/12/007

Moved by Councillor Grills and Seconded by Councillor Reid

WHEREAS the Council of the United Townships of Head, Clara & Maria did received a letter from Mr. John Yakabuski requesting support for Bill 121, *the Ability to Pay Act* and decided at their meeting of Friday, October 5, 2012 to support it;

THEREFORE BE IT RESOLVED THAT even though the provincial parliament has be prorogued, the Council of the United Townships of Head, Clara & Maria does wish to show its support for the legislation which would take into consideration the ability of municipalities to afford the sometimes inequitable arbitration settlements which have occurred in the past and do support the *Ability to Pay Act*.

AND FURTHER THAT Council requests that this legislation not be lost in the currently unsettled provincial legislature and is given serious consideration by all parties once parliament resumes.

Carried Unanimously

12. ADDENDUM (NEW BUSINESS)

i. Report #16/11/12/1201 – December meeting dates, closures, changes

Resolution # 16/11/12/008

Moved by Councillor Reid and Seconded by Councillor Grills

WHEREAS traditionally meetings, office hours and disposal site hours have been modified due to Christmas holidays;

THEREFORE BE IT RESOLVED THAT in order to make the most effective use of resources the Council of the United Townships of Head, Clara & Maria does hereby agree:

- To cancel the regular meeting of Friday, January 4, 2013 to meet instead on Friday, January 11, 2013.
- To post office closure hours of Monday, December 24 to and including Wednesday, December 26 and Monday, December 31 and Tuesday, January 1, 2013;
- To advertise disposal site closure dates of Tuesday, December 25 and Tuesday, January 1, 2013.
- To advertise Collection changes for Deux Rivières and Bissett Creek from Tuesday, December 25th to Monday, December 24th, 2012 and from Tuesday, January 1, 2013 to Monday, December 31st, 2012;
- To advertise reduced and changed Site opening dates at Bissett Creek to be Monday, December 24th from 12:30 – 2:30 and Monday, December 31st, 2012 from 12:30 – 2:30;
- To declare the garbage collection dates from December 24 to and including January 5, 2013 as Amnesty Days for regular household garbage due to the holidays, providing bag tag free collection and drop off.
- Staff is to advertise all changes as per the municipal Notice By-law.

Carried Unanimously

Addition - Friday, December 21, 2012 meeting to be cancelled; resolution for next meeting.

ii. Report #16/11/12/1202 – Staff Christmas Party

Resolution # 16/11/12/009

Moved by Councillor Grills and Seconded by Councillor Reid

WHEREAS in previous years Council contributed funds towards a token of appreciation for staff by financing a Christmas lunch;

AND WHEREAS most employers (private and public) provide some type of compensation for their staff at Christmas;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby agree to contribute \$300 towards the costs of a staff Christmas celebration for 2012.

Carried Unanimously

iii. Report #16/11/12/1203 – Amendment to Signing Authority

Resolution # 16/11/12/010

Moved by Councillor Reid and Seconded by Councillor Grills

BE IT RESOLVED THAT for purposes of completing budgeted, emergency or specifically approved financial transactions for the United Townships of Head, Clara & Maria, and to become effective January 1, 2013, cheque signing authority is hereby extended for the calendar year 2013 to: Reeve Stewart with Councillor Gibson and Councillor Foote as alternates for Council; and the Clerk-Melinda Reith with the Treasurer- Noella Lebreton as alternate for administration. All cheques are to be signed by one representative of Council and one representative of administration.

Carried Unanimously

iv. Report #16/11/12/1204 – Request from Library Board

Resolution # 16/11/12/011

Moved by Councillor Grills and Seconded by Councillor Reid

WHEREAS the Library plays a huge part in community gatherings, information sharing and access to education;

AND WHEREAS the Library volunteers spend considerable amounts of their own time doing work that is normally a paid position elsewhere;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby agree to increase the “levy” that is paid to the Library through salaries beginning in 2013 to pay for 12 extra days per year.

Carried Unanimously

13. CLOSED SESSION – none

14. BUSINESS ARISING FROM CLOSED SESSION - none

15. QUESTIONS AND ANSWERS

- i.** Councillor Foote - Agreement re: Harassment policy; It is to be signed and turned in to the Clerk.
- ii.** Councillor Gibson – public meeting – Friday meeting Councillor Grills asked do we have for a game plan for the meeting. Melinda agreed to prepare a program and guidelines. Thank you. Thank you Tammy for taking the script and taking control of the meeting.
- iii.** Councillor Foote – thank you for the email from Reeve Stewart.
- iv.** Councillor Grills – Agenda for next meeting – garbage change of hours for winter. Consider for next salary review time to form an ad hoc review committee for review. It would be helpful to have a number of different voices from community to talk about different ways of brainstorming salary review.
- v.** Councillor Gibson – Councillor Grills doing a very good job of climbing the learning curve. Opposed to committee, committee structure here does not work. Concern for data, easy to get mixed up. Concentrate and get through one step at a time.

- vi. Reeve Stewart –should we respond by fax or letter that we did receive correspondence from ratepayers some of whom were not at the meeting. Should we thank people for those letters?
1. Councillor Gibson – will not respond to anyone who lies and misrepresents facts.
 2. Reeve Stewart – reply of thank you for attending and taking the time to respond to council and bring it to their attention.
 3. Councillor Foote – letter of acknowledgement to those letters sent to Council.
 4. Reeve Stewart – we appreciate the letter; two were to Council.
 5. Councillor Grills – thank you for your interest we appreciate your input.

16. CONFIRMATION OF PROCEEDINGS

Resolution # 16/11/12/012

Moved by Councillor Reid and Seconded by Councillor Grills

BE IT RESOLVED THAT By-Law 2012-29 being a by-law to confirm proceedings of the Council of the United Townships of Head, Clara & Maria at its meeting held on November 16th, 2012 be read a first time short and passed.

Carried Unanimously

17. ADJOURNMENT

Resolution # 16/11/12/013

Moved by Councillor Grills and seconded by Councillor Reid

BE IT RESOLVED THAT this meeting adjourn at 15:41 h to meet again Friday, December 7th 2012 at 14:00 h.

Carried Unanimously

Reeve – Tammy Stewart

Clerk – Melinda Reith