



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

**Minutes of June 20, 2018**

Minutes of a special meeting of Council held on Wednesday, June 20, 2018 at 19:04 h. in the Municipal Hall.

**Council:** Mayor Reid, **Councillors:** Chartrand, McKay, Rose and Villeneuve

**Staff:** Melinda Reith, Clerk; Crystal Fischer, Administrative Assistant;

**Absent/Regrets:** Noella LeBreton, Treasurer

**1. CALL TO ORDER**

**2. 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.

Introduction of guests – Paul Cassan, Wishart Municipal Law Group and Peggy Young-Lovelace, Expertise for Municipalities

**3. IN CAMERA OR CLOSED SESSION**

Report #20/06/18/1301 – Council Training re: Harassment Report and Follow Up  
Resolution #20/06/18/001

Moved by Councillor McKay and seconded by Councillor Chartrand

**WHEREAS** the *Municipal Act* allows for closed meetings under section 239;

**THEREFORE BE IT RESOLVED THAT** this meeting go into an in camera session at 19:06 h to discuss personal information about identifiable individuals including municipal and local employees under section 239 (2) (b) in relation to Workplace Violence and Harassment Policy Complaints and subsequent report to Council.

Carried Unanimously

Council had a break from 21:25 – 21:33 in order to print resolutions.

Resolution#20/06/18/002

Moved by Councillor McKay and seconded by Councillor Rose

**WHEREAS** Council went into closed session to discuss personal information about an identifiable individual and labour matters and did receive education and training in respect to the confidential harassment complaint report;

**THEREFORE BE IT RESOLVED THAT** this meeting come out of closed session at 21:35 h. and the public portion of the meeting continue. Let it be public record that no business of Council was advanced during this closed session aside from providing direction to employees.

Carried Unanimously

The meeting was opened to the public. 2 members of the public entered.

**4. BUSINESS ARISING FROM CLOSED SESSION**

Resolution #20/06/18/002-A

Moved by Councillor McKay and seconded by Councillor Rose

**WHEREAS** as a result of the resolution passed at the June 12<sup>th</sup> Council meeting council has determined that it is not satisfied with the service it has received;

**THEREFORE BE IT RESOLVED THAT THE** Council of the United Townships of Head, Clara & Maria does hereby direct staff to contact Mr. Curtis to request a refund of fees paid;

**AND FURTHER THAT** Council considers involving the Ministry of Labour.

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"/>

**5. BY-LAWS – 2018 OPERATING BUDGET**

Resolution #20/06/18/003

Moved by Councillor McKay and seconded by Councillor Rose

**WHEREAS** the following projects were budgeted for in 2017 but not finished, and with funding for uncompleted projects not transferred to deferred revenue prior to 2017 year end;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby authorize staff to allow funds allocated to 2017 projects to roll into 2018 annual surplus to be used for pre-approved projects in 2018 totalling \$77,345 plus accrued expenditures owing for 2017 including:

1. \$5,000 purchase of radios and equipment for Emergency Management;
2. \$600 purchase of cell phone and contract for office/admin use – available for Emergency Management purposes;
3. \$2,145 - for CIP – boat launch project;
4. \$14,600 for Recreation Committee surplus/profits from 2017; and
5. \$55,000 for outstanding legal invoices for ongoing legal and integrity commissioner issues.

Carried Unanimously

Resolution #20/06/18/004

Moved by Councillor McKay and seconded by Councillor Rose

**WHEREAS** an unaudited surplus for the 2017 operating year has been identified at approximately \$272,705;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Township of Head, Clara & Maria does hereby authorize staff to utilize funds from the anticipated surplus effective December 31, 2017 as follows:

1. Return unutilized 2017 funds to reserves in the amount of \$41,000
  - a. \$25,000 council funding H/C to transition;
  - b. \$10,000 OMP washroom (to \$5,000 Parks and Rec. \$5,000 Transition Reserve);
  - c. \$6,000 IT;
2. Allocate \$47,000 to new reserves for:
  - a. \$5,000 street lights at Highway 17 entrances;
  - b. \$5,000 Stonecliffe boat launch improvements;
  - c. \$2,000 IT (office technology)
  - d. \$30,000 Roads truck vehicle; and
  - e. \$5,000 Sand/salt spreader for municipal truck.
3. That \$7,500 be utilized for the following one off projects or items:
  - a. 5,000 - pay out 50% of staff time for time and vacation owing at a cost of \$5,000;
  - b. \$2,500 - Utilize funds to create roadway access to the end of Harvey Creek Roads for resident access to the Ottawa River.
4. New ongoing expenses:
  - a. \$5,000 - increased wage (and all wage expenses) for rec/caretaker position. To permanent 3 days per week.

- b. \$17,000 – create a new By-Law Enforcement Officer position. The part time position will be an average of 36 hours per month for 12 months. A variable work schedule will ensure compliance. No one will know what 36 hours will be worked. The first year will require BLEO training and administrative work to set the position up, which will be reduced over time. Depending on the type and number of fines set by Council and enforced, any costs may be offset by fines collected. An estimate of 40 - \$125 fines has been used for 2018 budget purposes.

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"/>

**Resolution #20/06/18/005**

Moved by Councillor McKay and seconded by Councillor Rose

**WHEREAS** the Council of the United Townships of Head, Clara & Maria has reviewed the supporting documents and options recommended for setting the total operating budget for 2018;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby agree to utilize option number one (1) and directs staff to insert the corresponding budget total into a by-law prepared for this special meeting of council so that it may be formally adopted.

Carried Unanimously

**Resolution #20/06/18/006**

Moved by Councillor Rose and seconded by Councillor McKay

**BE IT RESOLVED THAT** By-Law 2018 - 14 being a by-law to adopt the 2018 municipal operating budget be read a first time short and passed.

Carried Unanimously

**Resolution #20/06/18/007**

Moved by Councillor McKay and seconded by Councillor Rose

**BE IT RESOLVED THAT** By-Law 2018 - 15 being a by-law to provide for the adoption of the 2018 tax rates and establishing penalty and interest on overdue taxes be read a first time short and passed.

Carried Unanimously

**6. CONFIRMATION OF PROCEEDINGS**

**Resolution #20/06/18/008**

Moved by Councillor Rose and seconded by Councillor McKay

**BE IT RESOLVED THAT** By-Law 2018 - 16 being a by-law to confirm proceedings of the Council of the United Townships of Head, Clara & Maria at its meeting held on Wednesday, June 20, 2018 be read a first time short and passed.

Carried Unanimously

**7. ADJOURNMENT**

**Resolution #20/06/18/009**

Moved by Councillor McKay and seconded by Councillor Rose

**BE IT RESOLVED THAT** this meeting adjourn at 22:02 h. to meet again on Tuesday, September 11, 2018 at 19:00 h.

Carried Unanimously

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**MAYOR – BOB REID**

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**CLERK – MELINDA REITH**