

CORPORATION OF THE TOWNSHIP OF McNAB/BRAESIDE
SPECIAL COUNCIL MEETING
January 6, 2015

The Council of the Corporation of the Township of McNab/Braeside met at 1:00 p.m.

Staff in attendance: Lindsey Parkes, CAO/Clerk (A)
Angela Young, Deputy Clerk (A)

Also in attendance: Steve Sellers, Ministry of Municipal Affairs and Housing

Media in attendance: Nil

1. CALL TO ORDER AND ROLL CALL

All members of Council were in attendance with the exception of Deputy Mayor Armsden and Councillor MacKenzie.

2. DISCLOSURES OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

No disclosures of pecuniary interest were declared at this time.

3. ADOPTION OF AGENDA

The agenda dated December 23, 2014 was received as information as submitted and circulated.

4. NOTICE DATED JANUARY 6, 2015

The Clerk read the notice of the Special Meeting. The notice was posted on the Township website calendar. The Clerk further advised that the notice of the Special Meeting was posted on both doors to the Municipal Office and at the front desk.

5. ITEMS OF BUSINESS

- Steve Sellers, Ministry of Municipal Affairs and Housing

Mr. Sellers was in attendance today to for a Council Orientation Presentation. Mr. Sellers congratulated council on their recent election to municipal government, and stated there is a lot of information and legislation that covers municipal government and he will come back if council requires. Mr. Seller advised that the councillor guide is available for their reference and has a lot of information. The Ministry of Municipal Affairs and Housing administers approximately 50 statutes including the following; Municipal Act, 2001, Planning Act, Building Code Act, Residential

Tenancies Act, Line Fences Act, Municipal Elections act and the Municipal Conflict of Interest Act. Mr. Sellers recommended that council read the Municipal Conflict of Interest Act.

The Role of MMAH was reviewed and Mr. Seller advised that mostly his office deals with staff, however, it is acceptable for Council members to call. His office is to be used as a resource for the municipalities. Mr. Seller advised that today he will focus and highlight some items that were identified. All of the information he is presenting today is further detailed in the Councillors Guide.

Mr. Sellers reviewed the role of Council, Head of Council and Role of Staff. He advised that individual council members do not have any power, only council as a whole. Council speaks with one voice, once a decision is made "Council has spoken". Staff implement council's decisions and establish administrative practices and procedures to carry out council's decision. Officers of the municipality also have statutory and legislative duties and obligations. Mr. Sellers reviewed the role of council and the CAO and advised that council only has one employee which is the CAO everyone else reports to the CAO. Council should be referring to the CAO and from there the requests are co-ordinated. Mr. Seller reviewed the committee structure and advised that most municipalities have committees that bring recommendations/options back to council. A Council member does not have to be on a committee. Mr. Sellers continued by advising that Committees are not decision making bodies. Codes of Conducts for Municipal Council's are optional but they are a good idea to have.

Councillor MacKenzie arrived at this time and joined the meeting in progress. (1:40 p.m.)

Mr. Sellers reviewed the Broad Permissive Powers, Spheres of Jurisdiction, Specific Powers, Limits of Municipal Powers and Licencing Authority. The Delegation of Authority was reviewed with council and items that cannot be delegated.

Mr. Sellers advised that powers of a municipality are generally exercised by by-law and this would occur at a council meeting. A Quorum is required to conduct council business. A meeting of council is anytime there is a quorum of council, and council was cautioned on holding meetings when there is no clerk present.

Mr. Sellers then spoke to procedure by-Laws and stated that every municipality and local board must have a procedural by-law for governing the calling, place and proceedings of meetings. A procedural by-law describes how meetings are to be conducted, the contents of the by-law are generally up to the municipality. A review of how to conduct an effective meeting was discussed as well the minutes to be kept by the clerk of any meetings of council.

Mr. Seller gave an overview of by-laws and resolutions. The powers of a municipality are exercised by by-law and are signed by both the head of council or presiding officer of the meeting and by the clerk and is under the seal of the corporation. Additional requirement may apply before

passing a by-law (public meeting, public notice, provincial approval) when passing by-law, municipalities should consider how they will be enforced. Resolutions are the opinion/views of council on a specific issue or rely the position of the municipality.

Mr. Sellers then reviewed debt management and shared service arrangements also as well as Emergency Management and Disaster financial assistance available to municipalities along with the roles and responsibilities of individuals, municipalities and the province with regards to emergency Management.

Mr. Sellers briefly discussed Freedom of Information and how it pertains to e-mail transmissions and how e-mail and telephone interactions would be considered an illegal council meeting. Mr. Sellers concluded his presentation by giving council his office contact information and again reminded council that his office is there as a resource and he would be willing to come back and speak any particular issues that falls under his mandate should council require.

Mayor peckett thanked Mr. Sellers for his attendance and presentation this afternoon. Mr. Sellers vacated the council chambers at this time.

The Clerk requested that an item be added to the agenda regarding the response from the Town of Arnprior regarding the recreation/library agreements. All of Council were in agreement.

Council Recessed for 10 minutes at 2:55 p.m.

Council Reconvened at 3:05 p.m.

- Recreation and Library Agreements
 - Town of Arnprior - December 29, 2014

Council accepted and discussed the correspondence noted above as information as submitted and circulated.

Moved by Councillor Lang, seconded by Councillor Brum, **THAT** Council agrees to the Town of Arnprior's resolutions arising from their Special Meeting dated December 29th as follows: **THAT** a 5 year library and recreation agreement be established between the Town of Arnprior and the Township of McNab/Braeside by June 30, 2015, **AND FURTHER THAT** the financial amount for recreations of \$82,952.00 be amended to \$84,179.00.

CARRIED.

6. NOTICE OF MEETING ADEQUATE

Moved by Councillor Brum, seconded by Councillor Lang, **THAT** Council of the Township of McNab/Braeside hereby consider that the notice of this Special Meeting in the form and manner

that was given by the Clerk's office to be adequate as set out under the provisions of Section 238 (2.1) of the Act.

CARRIED.

7. CONFIRMATORY BY-LAW

- a) Item: By-Law #2015-05 - Confirm the proceedings of Council - January 6, 2015.

Moved by Councillor Lang, seconded by Councillor Brum, **THAT** By-Law #2015-05, Being a By-Law to confirm the proceedings of the Council of the Corporation of the Township of McNab/Braeside at the Special Meeting held on January 6 2015, I now deemed read a second and third time short and it is hereby enacted and passed.

CARRIED.

8. ADJOURNMENT

The meeting of Council adjourned at 3:25 p.m.

MAYOR

CAO/CLERK