

THE CORPORATION of the UNITED TOWNSHIPS of HEAD, CLARA & MARIA  
**AGENDA**

October 5, 2012 – 14:00 h. (2:00 p.m.)

1. Call to Order and Moment of Silence
2. Roll Call
3. Disclosure of Pecuniary interest & General Nature Thereof
4. Deputations/Presentations – none
5. Adoption of Minutes of previous meeting (Including Committees)
  - Council Minutes – September 21, 2012
  - Library Minutes – June 11, 2012 (information only)
6. Correspondence & Petitions – none
7. Correspondence Information Only – (Please advise if you feel any item warrants further consideration )
8. Staff Reports (For information and direction only)
  - Report #05/10/12/801 – Clerk’s Report
  - Report #05/10/12/802 – Treasurer’s Report - none
  - Report #05/10/12/803 – Reeve’s Report – none
  - Report #05/10/12/804 – Councillor Foote – Bullying and Harassment in the Workplace
9. Financial Reports
  - Report #05/10/12/901 – Cheque Log
10. By-Laws
  - By-Law 2012-28 – To adopt an Emergency Management Plan and Program for 2012
11. Unfinished Business
  - Report #05/10/12/1101 – Cancellation of October 18<sup>th</sup> meeting.
  - Report #05/10/12/1102 – Workplace Violence and Harassment Policy Review
  - Report #05/10/12/1103 – Unresolved Issues Report
12. Addendum (New Business)
  - Report #05/10/12/1201 – Approval of Roads and Maintenance Health and Safety Policy and Procedures
  - Report #05/10/12/1202 – Approval of Municipal Vehicle Operation and Maintenance Health and Safety Policy and Procedures
  - Report #05/10/12/1203 – Strategic Plan Report and Self-Assessment Document
  - Report #05/10/12/1204 – Attendance at FIR
13. In Camera or Closed Session – none
14. Business Arising from Closed Session - none
15. Questions and Answers
16. Confirmation of Proceedings (By-law and resolution prepared)
  - By-law #2012-27
17. Adjournment

**REMINDER – EMERGENCY MANAGEMENT MEETING AT 12:00 FRIDAY PRIOR TO COUNCIL MEETING**



**THE CORPORATION OF THE UNITED TOWNSHIPS OF  
HEAD, CLARA & MARIA**  
15 Township Hall Road  
STONECLIFFE, ONTARIO, K0J 2K0

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## Request for Deputation

Person Requesting a Deputation: \_\_\_\_\_

Organization (if applicable): \_\_\_\_\_

Contact Information: Tel # \_\_\_\_\_ Cell #: \_\_\_\_\_

Meeting Date Requested: \_\_\_\_\_

**(Note:** In accordance with the Procedural By-law, the Clerk's Department has the discretion to reschedule or deny an appearance before Council where: the number of deputations is greater than Council has established; the topic is not within the jurisdiction of the Council; the person has exceeded the number of permitted appearances; the matter is such that it requires consultation with staff and a report to accommodate the request.)

Subject Matter: \_\_\_\_\_

Brief Description of Purpose of Deputation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you been in contact with a member of staff with regard to this matter?

Yes  No  If Yes, provide name: \_\_\_\_\_

I will have a presentation

For Handout at Meeting \* Yes  No

PowerPoint \*\* Yes  No

\* Handouts require six (6) copies to be provided to the Clerk **prior** to the meeting.

\*\* PowerPoint is to be e-mailed to the Clerk's Office no later than 12:00 Noon on the Tuesday **prior** to the meeting.

Personal information on this form is collected in accordance with the *Municipal Freedom of Information and Protection of Privacy Act* and becomes part of the public record. Questions with respect to the collection and use of this information should be directed to the Clerk's Office at 613-586-2526 or [twpshcm@xplornet.com](mailto:twpshcm@xplornet.com).