



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

Minutes of November 19, 2020

Minutes of a regular meeting of Council held on Thursday, November 19, 2020 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: Charlotte Toope, Clerk/ Treasurer, members of the public

Absent/Regrets:

3. **RECITAL OF THE MUNICIPAL MISSION AND VISION STATEMENTS** – Councillor Kelly-Chamberlain

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**

5. **DEPUTATIONS/PRESENTATIONS** - none

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

Resolution No.: 19/11/20/001

Moved by Councillor Kelly-Chamberlain and seconded by Councillor Allen

BE IT RESOLVED THAT the minutes of the regular meeting of October 22, 2020 be accepted as presented.

Carried Unanimously

Minutes for information only – Library Board Committee – October 6th, 2020
PWAC – October 13th, 2020

7. **CORRESPONDENCE & PETITIONS**

Petitions - none

Correspondence

- i. COVID-19 Resilience Infrastructure Stream
ACTION: Clerk-Treasurer to submit required application to TPON.
- ii. Blue Box Draft Transition Schedule
- iii. Radial Separation from other Cannabis Locations – City of Hamilton
- iv. Proposed Regulation under the Ontario Heritage Act (Bill 108) – Grimsby
- v. Funding for community groups – Loyalist Township
ACTION: Clerk-Treasurer to send Letter of Support
- vi. AODA Website Support – City of Belleville
ACTION: Clerk-Treasurer to send Letter of Support
- vii. Bill 218: Proposing Changes to the Municipal Elections Act – City of Belleville
- viii. Bloom Municipal Education
ACTION: Clerk-Treasurer to poll Council for interest in courses and register for most economical solution.

8. **MAYOR'S REPORT**

- Report 20/11/19/801 – Mayor Debbi Grills

9. **STAFF REPORT** - None

10. **UNFINISHED BUSINESS**

- Report 20/11/19/1001 – Process for Reviewing SDR

- ACTION: Clerk-Treasurer will send poll to residents and Council to find a suitable day in December to hold a Special Meeting of Council to discuss the recommendations.
- ACTION: Councillors to send any requests for additional information regarding the recommendations to the Clerk-Treasurer by Monday, November 30th, 2020.

11. ADDENDUM (NEW BUSINESS)

- Report 20/11/19/1101 – Procedural By-Law Review
ACTION: Councillors to send feedback on requested changes to current Procedural By-Law to Clerk-Treasurer by December 4th, 2020.
- Report 20/11/19/1102 – Clerk-Treasurer Diploma in Municipal Administration Completion Resolution No.: 19/11/20/002
Moved by Councillor Allen and seconded by Councillor Kelly-Chamberlain
WHEREAS the permanent Clerk-Treasurer has two courses remaining to complete her Diploma in Municipal Administration;
AND WHEREAS the costs for these courses are \$452 for Municipal Law Unit 4 and \$1644 for Employment Law and Human Resources;
THEREFORE BE IT RESOLVED THAT Council does hereby approve these costs to be included in the 2020 municipal budget.
Carried Unanimously
- Report 20/11/19/1103 – Recommendations from PWAC for Road Maintenance Resolution No.: 19/11/20/004
Moved by Councillor Allen and seconded by Councillor Kelly-Chamberlain
WHEREAS the Public Works Advisory Committee and staff have reviewed the current bag tag system;
AND WHEREAS it is the opinion of this committee and staff that the bag tag program has served its intended purpose of helping to reduce excessive curbside garbage pick-up;
AND WHEREAS it is also the opinion of this committee and staff that the bag tag program now causes an increased work load and financial burden;
THEREFORE BE IT RESOLVED THAT Council of the United Townships of Head, Clara & Maria does hereby approve the discontinuation of the bag tag program effective January 1st, 2020.
Carried Unanimously
- Report 20/11/19/1104 – Policy Review Update Resolution No.: 19/11/20/010
Moved by Councillor Dowser and seconded by Councillor Villeneuve
WHEREAS the Council of the United Townships of Head, Clara and Maria has reviewed the proposed plan and process for policy updates;
BE IT RESOLVED THAT Council does hereby approve the plan and process outlined in Report 20/11/19/1104.
- Report 20/11/19/1105 – Municipal Office Hours Resolution No.: 19/11/20/005
Moved by Councillor Villeneuve and seconded by Councillor Dowser
WHEREAS a decision was made in June 2014 to close the office to the public on Thursdays to meet the needs of the office at that time and to catch up on a back log of work;
AND WHEREAS it is the opinion of current staff that this is no longer required and that the office should resume regular hours from 8:30 – 4:00 Monday, Tuesday, Wednesday and Friday, and 8:30 – 6:00 on Thursday;
THEREFORE BE IT RESOLVED THAT Council of the United Townships of Head, Clara & Maria does hereby authorize the change in office hours effective immediately.
Carried Unanimously
- Report 20/11/19/1106 – Council as Chair of Committees
ACTION: Clerk-Treasurer to update Terms of Reference for Recreational Advisory Committee and Public Works Advisory Committee to reflect discussion around membership at Council meeting.

ACTION: Mayor Grills to appoint new committee chair for PWAC.

12. BY-LAWS

- Borrowing By-Law #2020-16

14. QUESTIONS AND ANSWERS

- Request for dollar values to also be presented as percentage of budgeted amount when a financial report is being presented.
- Signage has been posted to remind residents of items that cannot be included in recycling.
- Request from E. Villeneuve to receive a copy of the Municipal Act. ACTION: Clerk-Treasurer will order a copy.
- Direction to dispose of expired beverages from the canteen.

15. CONFIRMATION OF PROCEEDINGS

Resolution No.: 19/11/20/008

Moved by Councillor Allen and seconded by Councillor Kelly-Chamberlain

BE IT RESOLVED THAT By-Law 2020-15 being a by-law to confirm proceedings of the Council of the United Townships of Head, Clara & Maria at its meeting held on Thursday, November 19th, 2020 be read a first time short and passed.

Carried Unanimously

16. ADJOURNMENT

Resolution No.: 19/11/20/009

Moved by Councillor Dowser seconded by Councillor Villeneuve

BE IT RESOLVED THAT this meeting adjourn at 3:47 p.m. to meet again on Thursday, December 17, 2020 at 1:00 p.m.

Carried Unanimously

MAYOR

CLERK

DISCUSSION NOTES: