



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

### **Minutes of January 16, 2020**

Minutes of a regular meeting of Council held on Thursday, January 16<sup>th</sup>, 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:** Crystal Fischer, Clerk/ Treasurer, members of the public.

**Absent/Regrets:**

**3. RECITAL OF THE MUNICIPAL MISSION AND VISION STATEMENTS** – Councillor Allen

**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.: 16/01/20/001

Moved by Councillor Dowser and seconded by Councillor Kelly-Chamberlain

**BE IT RESOLVED THAT** the minutes of the regular meeting of December 19, 2019 be accepted as presented.

Carried Unanimously

Minutes for information only -

- Library Board Minutes –
  - i. December 3<sup>rd</sup>, 2019
- Recreation Committee Minutes
  - i. January 6<sup>th</sup>, 2020
- Public Works Advisory Committee Minutes
  - i. December 12<sup>th</sup>, 2019

**Action: Clerk to ensure chairperson is identified for all committee meeting minutes.**

**7. CORRESPONDENCE & PETITIONS**

**Petitions** - none

**Correspondence**

- i. County of Renfrew- Taste of the Valley
- ii. Pembroke Police Services Board- Community Safety and Well-Being Plan
  - Action: Clerk to notify the Pembroke Police Services Board that HCM will not be participating at this time.**
- iii. Township of Perry – Ban of Single-Use Disposable Wipes
- iv. Ministry of Indigenous Affairs – Algonquin Land Claim
- v. Township of Stone Mills – Support of Conservation Authorities

- vi. Association of Municipalities Ontario – Blue Box Transition  
**Action: Clerk to prepare resolution for the February meeting.**
- vii. Town of Deep River – Nuclear Reactor Technology  
**Action: Clerk to send letter of support.**

#### 8. MAYOR'S REPORT

- Report 16/01/20/801 – Mayor Debbi Grills

#### 8. STAFF REPORT

- Report 16/01/20/801 – Clerk-Treasurer's Report

#### 9. FINANCIAL REPORTS - none

#### 10. UNFINISHED BUSINESS

- Report 16/01/20/1001 – Performance Appraisal Results

Resolution No.: 16/01/20/003

Moved by Councillor Allen and Seconded by Councillor Villeneuve

**WHEREAS** employee evaluations were completed in January 2020 with two employees meeting or exceeding expectations resulting in a position for one step increase and one merit bonus as recommended by the Clerk-Treasurer;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby agree that based on completed assessments, and to become effective January 1<sup>st</sup> 2020, all staff warranting step increases and/or performance bonuses receive them.

Carried Unanimously

- Report 16/01/20/1002 – Hall Rental Policy

Resolution No.: 16/01/20/004

Moved by Councillor Villeneuve and Seconded by Councillor Allen

**WHEREAS** Council has received Report # 16/01/20/1002 regarding the proposed Municipal Hall Rental Policy and updated Fee Schedule;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Township of Head, Clara and Maria does hereby adopt the Municipal Hall Rental Policy and Fee Schedule, to take effect as of February 1, 2020.

Carried Unanimously

#### 11. ADDENDUM (NEW BUSINESS) - none

#### 12. BY-LAWS

- Report 16/01/20/1101 – Council Remuneration By-Law 2020-01

Resolution No.: 16/01/20/005

Moved by Councillor Villeneuve and Seconded by Councillor Allen

**WHEREAS** By-Law # 2020-01 being a by-law to provide for the payment of remuneration to members of council while carrying out their duties is presented to Council for approval;

**THEREFORE BE IT RESOLVED THAT** By-Law 2020-01 be read a first, second and third time and passed this 16<sup>th</sup> day of January 2020.

Carried Unanimously

Resolution No.: 16/01/20/002

Moved by Councillor Dowser and seconded by Councillor Kelly-Chamberlain

**BE IT RESOLVED THAT** The Council of the United Townships of Head, Clara and Maria does hereby amend the agenda of January 16, 2020 to include a closed session of Council after agenda item # 11 – By-Laws.

Carried Unanimously

#### 12. CLOSED SESSION

Resolution No.: 16/01/20/006

Moved by Councillor Dowser and Seconded by Councillor Kelly-Chamberlain

**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 2:44 p.m. to discuss personal information about identifiable individuals including municipal or local board employees.

Carried Unanimously

Resolution No.: 16/01/20/007

Moved by Councillor Villeneuve and Seconded by Councillor Allen

**WHEREAS** Council went into closed session to discuss personal information about identifiable individuals including municipal or local board employees;

**THEREFORE BE IT RESOLVED THAT** this meeting come out of closed session at 4:15 p.m. and the public portion of the meeting continue.

Carried Unanimously

### 13. BUSINESS ARISING FROM CLOSED SESSION

Resolution No.: 16/01/20/008

Moved by Councillor Allen and Seconded by Councillor Villeneuve

**WHEREAS** Council has completed the interviewing process with the four most qualified potential candidates for the Clerk-Treasurer maternity leave position on January 13<sup>th</sup> and 14<sup>th</sup>, 2020;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara and Maria does hereby offer the replacement position to Charlotte Toope pending contract negotiations.

Carried Unanimously

### 14. QUESTIONS AND ANSWERS

Resolution No.: 16/01/20/011

Moved by Councillor Villeneuve and Seconded by Councillor Allen

**BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara and Maria does hereby direct staff to research and provide a report to Council concerning a Noise/ Jake Brake by-law.

Carried Unanimously

Public Works Advisory Committee's proposed scope of work was presented to Council by Councillor Villeneuve.

**Action: Clerk to put out tender for the work recommended by the committee.**

Councillor Allen has offered to assist with applications (MNRF and Oceans and Fisheries) if required.

### 15. CONFIRMATION OF PROCEEDINGS

Resolution No.:16/01/20/009

Moved by Councillor Kelly-Chamberlain and seconded by Councillor Dowser

**BE IT RESOLVED THAT** By-Law 2020-02 being a by-law to confirm proceedings of the Council of the United Townships of Head, Clara & Maria at its meeting held on Thursday January 16, 2020 be read a first time short and passed.

Carried Unanimously

### 16. ADJOURNMENT

Resolution No.: 16/01/20/010

Moved by Councillor Kelly-Chamberlain seconded by Councillor Dowser

**BE IT RESOLVED THAT** this meeting adjourn at 4:48 p.m. to meet again on Thursday, February 20, 2020 at 1:00 p.m.

Carried Unanimously

---

MAYOR

---

CLERK