



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

**Minutes of April 16, 2020**

Minutes of a regular meeting of Council held on Thursday, April 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, including electronically: Mayor Debbi Grills, Councillors: Brent Allen, Chris Dowser, Fran Kelly-Chamberlain, and Ernie Villeneuve.

**Staff:** Charlotte Toope, Acting Clerk/ Treasurer Members of the public.

**Absent/Regrets:**

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

**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** – none

**5. DEPUTATIONS/PRESENTATIONS**

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

Resolution No.: 16/04/20/001

Moved by Councillor Villeneuve and seconded by Councillor Allen

**BE IT RESOLVED THAT** the minutes of the regular meeting of February 20<sup>th</sup>, 2020 be accepted as presented.

Carried Unanimously

Resolution No.: 16/04/20/011

Moved by Councillor Kelly-Chamberlain and seconded by Councillor Dowser

**BE IT RESOLVED THAT** the minutes of the special council meeting of April 2<sup>nd</sup>, 2020 be accepted as presented.

Carried Unanimously

Minutes for information only -

- Library Board Minutes –
  - i. February 11<sup>th</sup>, 2020
  - ii. Library Board Annual Report
- Recreation Committee Minutes
  - i. March 2<sup>nd</sup>, 2020
- Public Works Advisory Committee Minutes
  - i. March 10<sup>th</sup>, 2020

**7. CORRESPONDENCE & PETITIONS**

**Petitions** - none

**Correspondence**

- i. Request for Concession Road

**ACTION: Mayor Grills will follow up with requestor.**

- ii. Provincial Policy Statement – MMAH
- iii. Bill 156, Security from Trespass and Protecting Food – South Huron
- iv. Natural Gas Expansion Program Update – Enbridge
- v. AgriSpirit Fund – Farm Credit Canada
- vi. Solid Wood Bioheat Guide – MNRF
- vii. Aggregates of Ontario Provincial Standards – MNRF
- viii. MPAC – Postponing the 2020 Assessment Update

## 8. MAYOR'S REPORT

- Report 20/04/16/801 – Mayor Debbi Grills

## 9. STAFF REPORT - none

## 10. UNFINISHED BUSINESS

- Report 20/04/16/1001 – Grading Tender  
ACTION: Clerk-Treasurer to send tender submissions to council members for input and feedback.

- Report 20/04/16/1002 – Website Upgrade

Moved by Councillor Kelly-Chamberlain and seconded by Councillor Dowser  
Resolution No.:20/04/16/002

**WHEREAS** Council has been provided with details and a cost comparison for the HCM website upgrade;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara and Maria does hereby direct staff to proceed with website upgrade using current service provider, Blue North Studios, once HCM Service Delivery Review has been completed and recommendations are presented.

Carried Unanimously

## 11. ADDENDUM (NEW BUSINESS)

- Report 20/04/16/1101 – HCM Service Delivery Review Tender

Resolution No.:20/04/16/003

Moved by Councillor Villeneuve and Seconded by Councillor Allen

**WHEREAS** Council has been provided with HCM Service Delivery Review Tender documents for review and input;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara and Maria does hereby direct staff to advertise the tender documents for HCM Service Delivery Review.

Carried Unanimously

- Report 20/04/16/1102 – Preliminary Budget

Resolution No.:20/04/16/011

Moved by Councillor Kelly-Chamberlain and Seconded by Councillor Allen

**BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara and Maria does hereby direct the Clerk-Treasurer to transfer the 2019 Cannabis grant to reserves.

Carried Unanimously

- Report 20/04/16/1103 – Clerk-Treasurer AMCTO

Resolution No.:20/04/16/004

Moved by Councillor Villeneuve and Seconded by Councillor Kelly-Chamberlain

**WHEREAS** Council sees value in the Clerk-Treasurer obtaining an AMCTO membership

**AND WHEREAS** Council sees the value in Contract Tendering Training for the Clerk-Treasurer;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara and Maria does hereby authorize the enrollment and payment for AMCTO New Professional Membership at a cost of \$242.95 per year for the Clerk-Treasurer;

**AND FURTHER** does hereby authorize participation in the AMCTO Contract Tendering Training provided through the County of Renfrew at a cost of \$330.00 for the Clerk-Treasurer, at a date yet to be determined.

Carried Unanimously

- Report 20/04/16/1104 – Summer Grounds Maintenance Contract

Resolution No.:20/04/16/004

Moved by Councillor Dowser and Seconded by Councillor Kelly-Chamberlain

**WHEREAS** Council has been provided with the Summer Grounds Maintenance Contract and Tender documents for review and input;

**AND WHEREAS** given the current uncertainties related to COVID-19 and the impact to staff workload the recommendation of the Clerk-Treasurer is to renew the expired contract for a period of one year;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara and Maria does hereby direct staff to proceed with contract renewal for a period of one year with 2017-2019 contractor.

Carried Unanimously

- HCM Pandemic Response Plan (COVID-19)

## 12. BY-LAWS

- To Appoint a Clerk-Treasurer – 2020-06

Resolution No.:20/04/16/006

Moved by Councillor Dowser and Seconded by Councillor Villeneuve

**WHEREAS** Section 228 (1) of the Municipal Act, 2001, as amended provides that the municipality shall appoint a Clerk and provides for specific duties of said Clerk; and

**AND WHEREAS** Section 286 (2) of the Municipal Act, 2001, as amended provides that the municipality shall appoint a Treasurer and provides for specific duties of said Treasurer;

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria enacts as follows:

1. **THAT** Charlotte Toope be appointed as Clerk-Treasurer of the United Townships of Head, Clara & Maria for the duration of the leave of the current Clerk-Treasurer.
2. **THAT** Charlotte Toope will perform the duties of Clerk and Treasurer as required under the Municipal Act 2001, as amended, and all other statutory obligations as well as duties assigned by Council which may change from time to time for duration of the leave of the current Clerk-Treasurer.
3. **THAT** By-Law # 2019-25 is hereby rescinded.
4. **THAT** this by-law become effective on the date of its passage.

Carried Unanimously

## 13. CLOSED SESSION

- Report 20/02/20/1302 – Clerk-Treasurer PA

Deferred

Resolution No.: 20/02/20/013

Moved by Councillor Kelly-Chamberlain and Seconded by Councillor Dowser

**WHEREAS** Council was provided Report#20/02/20/1301 concerning tax sale registration fee reimbursements;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara and Maria does hereby direct staff to reimburse zero per cent of the tax sale registrations fees.

Carried Unanimously

## 14. QUESTIONS AND ANSWERS

- **ACTION:** Clerk-Treasurer to upload council documents to website.

- **ACTION: Clerk-Treasurer to add document page numbers to lengthy documents going forward and include referenced documents from previous council packages when necessary.**

**15. CONFIRMATION OF PROCEEDINGS**

Resolution No.:20/04/16/009

Moved by Councillor Allen and seconded by Councillor Dowser

**BE IT RESOLVED THAT** By-Law 2020-07 being a by-law to confirm proceedings of the Council of the United Townships of Head, Clara & Maria at its meeting held on Thursday, April 16, 2020 be read a first time short and passed.

Carried Unanimously

**16. ADJOURNMENT**

Resolution No.: 20/04/16/010

Moved by Councillor Dowser seconded by Councillor Kelly-Chamberlain

**BE IT RESOLVED THAT** this meeting adjourn at 3:13 p.m. to meet again on Thursday, May 21, 2020 at 1:00 p.m.

Carried Unanimously

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**MAYOR**

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**CLERK**