



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

Minutes of May 21, 2020

Minutes of a regular meeting of Council held on Thursday, May 21st, 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, 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** – Deputy Mayor Villeneuve disclosed a conflict of interest concerning Wishart/E4M proposal for municipal business plan, which was added to the agenda as late correspondence.

5. **DEPUTATIONS/PRESENTATIONS** –

- Peter Harrington, Auditor – Welch LLP

Resolution No.: 21/05/20/002

Moved by Councillor Allen and Seconded by Councillor Kelly-Chamberlain

WHEREAS Council has received and reviewed the audited financial statements for the 2019 financial year and has had the opportunity to ask clarifying questions of the Municipal Auditor at this meeting;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara and Maria does hereby accept these documents as an accurate reporting of 2019 municipal finances;

AND FURTHER directs staff to implement Mr. Harrington's recommendations as soon as possible.

Carried Unanimously

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

Resolution No.: 21/05/20/001

Moved by Councillor Dowser and seconded by Councillor Villeneuve

BE IT RESOLVED THAT the minutes of the regular meeting of April 16th, 2020 be accepted as presented.

Carried Unanimously

Minutes for information only - none

7. **CORRESPONDENCE & PETITIONS**

Petitions - none

Correspondence

- i. Local Flexibility to Provincial Orders – City of Pembroke
- ii. Emergency Alert – Doug Antler
- iii. Rural Internet – Township of Armour
ACTION: Clerk to write a letter of support.
- iv. Replacement of Highway 17 Culvert @ Barbut Creek
- v. Letter to provincial government Re: Pushing back the date of opening non-essential travel
- vi. Wishart/E4M Municipal Business Plan Proposal

8. MAYOR'S REPORT

- Report 20/05/21/801 – Mayor Debbi Grills

9. STAFF REPORT - none

10. UNFINISHED BUSINESS

- Report 20/05/21/1001 – HCM Service Delivery Review Tender
ACTION: Councillors to send scoring to Clerk-Treasurer. Clerk-Treasurer will review and award contract based on scoring and discussion.
- Report 20/05/21/1002 – Boat Launch Repair Update

Resolution 21/05/20/004

Moved by Councillor Allen and Seconded by Councillor Dowser

WHEREAS the planned repairs to the HCM boat launches were not able to take place this Spring due to the impact of COVID-19 on construction projects and the application process for Species at Risk;

AND WHEREAS the tender contract has been awarded to Mackey Construction;

AND WHEREAS the Association of Municipalities of Ontario has requested a further extension to use these funds from Ontario Ministry of Agriculture, Farm and Rural Affairs (OMAFRA);

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara and Maria does hereby direct staff to defer use of Main Street Revitalization Funding, for up to one month, until an update is available from Ontario Ministry of Agriculture, Farm and Rural Affairs (OMAFRA).

Carried Unanimously

11. ADDENDUM (NEW BUSINESS)

- None

12. BY-LAWS

- None

13. CLOSED SESSION

Resolution No.: 21/05/20/005

Moved by Councillor Kelly-Chamberlain and Seconded by Councillor Villeneuve

WHEREAS the Municipal Act allows for closed meetings under section 239(2)(b);

THEREFORE BE IT RESOLVED THAT this meeting go into an in camera session at 2:37 p.m. to discuss personal information about identifiable individuals including municipal or local board employees.

Carried Unanimously

Resolution No.: 21/05/20/006

Moved by Councillor Villeneuve and Seconded by Councillor Kelly-Chamberlain

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 2:46 p.m. and the public portion of the meeting continue.

Carried Unanimously

13. BUSINESS ARISING FROM CLOSED SESSION

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

Resolution No.:21/05/20/009

BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby direct staff to grant a pay grid increase to the permanent Clerk-Treasurer, effective January 1st, 2020 and issue retroactive pay to this date.

Recorded Vote	
Allen, B	Yea ___ Nay <u>X</u>
Dowser, C	Yea ___ Nay <u>X</u>
Grills, D	Yea <u>X</u> Nay ___
Kelly-Chamberlain, F	Yea <u>X</u> Nay ___
Villeneuve, E	Yea <u>X</u> Nay ___

Carried

14. QUESTIONS AND ANSWERS

15. CONFIRMATION OF PROCEEDINGS

Resolution No.:21/05/20/007

Moved by Councillor Allen and seconded by Councillor Dowser

BE IT RESOLVED THAT By-Law 2020-08 being a by-law to confirm proceedings of the Council of the United Townships of Head, Clara & Maria at its meeting held on Thursday, May 21, 2020 be read a first time short and passed.

Carried Unanimously

16. ADJOURNMENT

Resolution No.: 21/05/20/008

Moved by Councillor Dowser seconded by Councillor Kelly-Chamberlain

BE IT RESOLVED THAT this meeting adjourn at 3:19 p.m. to meet again on Thursday, June 18, 2020 at 1:00 p.m.

Carried Unanimously

MAYOR

CLERK