



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

**Minutes of May 13, 2021**

Minutes of a regular meeting of Council held on Thursday, May 13, 2021 at 1:00 p.m. electronically.

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 (virtually)

**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

Resolution No.: 13/05/21/001

Moved by Councillor Kelly-Chamberlain and seconded by Councillor Villeneuve

**BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara and Maria does hereby amend the agenda to include discussion of

11.3 OPP Detachment Boards

Carried Unanimously

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

Resolution No.: 13/05/21/002

Moved by Councillor Dowser and seconded by Councillor Villeneuve

**BE IT RESOLVED THAT** the minutes of April 15, 2021 be accepted as presented.

Carried Unanimously

7. **CORRESPONDENCE & PETITIONS**

**Petitions** - none

**Correspondence**

- i. Support for Paid Sick Leave – City of Cambridge
- ii. Canada Summer Jobs Grant Approval
- iii. Modernizing the Regulation of Alcohol Consumption – MMAH  
ACTION: Clerk-Treasurer to investigate selling alcohol in municipal parks for events.
- iv. Bus Stops on Dead End Roads – Township of Scugog

8. **MAYOR'S REPORT**

- Report 21/05/13/801 – Mayor Debbi Grills

9. **STAFF REPORT** - None

10. **UNFINISHED BUSINESS**

- **Report 21/05/13/1001 – Committee of the Whole Terms of Reference**

Resolution No.: 13/05/21/003

Moved by Councillor Dowser and seconded by Councillor Kelly-Chamberlain

**WHEREAS** the Clerk-Treasurer was directed to provide a Terms of Reference for a Council Committee of the Whole;

**AND WHEREAS** Council has been provided with a draft Terms of Reference for review;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara and Maria does hereby approve the terms of reference as amended.

Carried Unanimously

#### 11. ADDENDUM (NEW BUSINESS)

- **Report 21/05/13/1101 – Wishart Training for Council**

ACTION: Clerk-Treasurer to follow up with Wishart to book selected training.

- **Report 21/05/13/1102 – Email Money Transfers**

Resolution No.: 13/05/21/004

Moved by Councillor Villeneuve and seconded by Councillor Allen

**WHEREAS** the United Townships of Head, Clara & Maria has now been presented with the opportunity to send and receive funds using Email Money Transfers;

**AND WHEREAS** Council does see the benefit in providing rate payers with a modern and convenient method of payment;

**AND WHEREAS** the costs of sending and receiving the transfers will not exceed the current method of sending cheques and receiving payments via credit card;

**NOW THEREFORE BE IT RESOLVED THAT** Council does hereby direct Staff to enter into an agreement with the Bank of Nova Scotia to send and receive payments by Email Money Transfer.

Carried

- **OPP Detachment Boards**

Resolution No.: 13/05/21/005

Moved by Councillor Dowser and seconded by Councillor Kelly-Chamberlain

**WHEREAS** Municipalities and First Nation communities receiving direct and/or supplemental services from an OPP detachment are being asked to submit one proposal (per detachment) indicating the composition of their board and, if needed, a rationale for multiple boards and the composition of each additional board;

**AND WHEREAS** Municipalities and First Nations within a detachment are asked to work together to determine the composition of their board(s) as well as the manner in which they will submit their proposal to the Ministry;

**NOW THEREFORE BE IT RESOLVED** the Council of the United Townships of Head, Clara & Maria hereby supports a detachment board in partnership with Laurentian Hills and Laurentian Valley with board composition consisting of at least one United Township of Head, Clara & Maria representative.

Carried

#### 12. POLICY AND PROCEDURE REVIEW

Resolution No.: 13/05/21/007

Moved by Councillor Dowser and seconded by Councillor Allen

**WHEREAS** Council has received and provided input on the updated #HR-07 Legal Services to Council and Employees Policy;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Township of Head, Clara and Maria does hereby adopt #HR-07 Legal Services to Council and Employees Policy as presented at the Council meeting on May 13<sup>th</sup>, 2021;

**AND FURTHER MORE THAT** all previous versions of the Legal Services to Employees Policy be repealed, effective May 13<sup>th</sup>, 2021.

Carried Unanimously

Resolution No.: 13/05/21/008

Moved by Councillor Kelly-Chamberlain and seconded by Councillor Villeneuve

**WHEREAS** Council has received and provided input on the updated #HR-08 Employee Training and Development Policy;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Township of Head, Clara and Maria does hereby adopt #HR-08 Employee Training and Development Policy as amended at the Council meeting on May 13<sup>th</sup>, 2021;

**AND FURTHER MORE THAT** all previous versions of the Employee Training and Development Policy be repealed, effective May 13<sup>th</sup>, 2021.

Carried Unanimously

Resolution No.: 13/05/21/009

Moved by Councillor Dowser and seconded by Councillor Kelly-Chamberlain

**WHEREAS** Council has received and provided input on the updated #C-02 Council Training and Development Policy;  
**THEREFORE BE IT RESOLVED THAT** the Council of the United Township of Head, Clara and Maria does hereby adopt #C-02 Council Training and Development Policy as presented at the Council meeting on May 13<sup>th</sup>, 2021;  
**AND FURTHER MORE THAT** all previous versions of the this policy be repealed, effective April 15<sup>th</sup>, 2021

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

Carried

**13. BY-LAWS**

- 2021-15 To Adopt 2021 Tax Rates

Resolution No.: 13/05/21/006

Moved by Councillor Allen and seconded by Councillor Villeneuve

**THEREFORE BE IT RESOLVED THAT** By-Law 2021-15 being a by-law to adopt the 2021 tax rates and establishing interest on overdue taxes be read a first, second and third time passed.

- 2021-26 To Adopt HR-07 Legal Services to Employees Policy
- 2021-27 To Adopt HR-08 Employee Training and Development Policy
- 2021-28 To Adopt C-02 Council Training and Development Policy

**14. CLOSED SESSION**

Resolution No.: 13/05/21/010

Moved by Councillor Kelly-Chamberlain and seconded by Councillor Allen

**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 2:48 p.m. to discuss Clerk-Treasurer Contract

Carried Unanimously

Resolution No.: 15/04/21/011

Moved by Councillor Dowser and seconded by Councillor Kelly-Chamberlain

**WHEREAS** Council went into closed session to discuss Clerk-Treasurer contract

**THEREFORE BE IT RESOLVED THAT** this meeting come out of closed session at 3:03 p.m. and the public portion of the meeting continue.

Carried Unanimously

ACTION: Clerk-Treasurer to change date of summer Council meeting to Thursday, July 15, 2021. There will be no meeting in August.

**15. QUESTIONS AND ANSWERS**

- Emergency Maintenance Only signs will be posted on May 15<sup>th</sup>, 2021 on the applicable roads. This is the day the new policies take effect.
- Jim Gibson will be nominated as HCM Senior of the Year.
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**16. CONFIRMATION OF PROCEEDINGS**

Resolution No.: 13/05/21/012

Moved by Councillor Dowser and seconded by Councillor Villeneuve

**BE IT RESOLVED THAT** By-Law 2021-29 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 13<sup>th</sup>, 2021 be read a first time short and passed.

Carried Unanimously

**17. ADJOURNMENT**

Resolution No.: 13/05/21/013

Moved by Councillor Allen seconded by Councillor Kelly-Chamberlain

**BE IT RESOLVED THAT** this meeting adjourn at 3:14 p.m. to meet again on Thursday, June 17<sup>th</sup>, 2021 at 1:00 p.m..

Carried Unanimously

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**MAYOR**

\_\_\_\_\_  
**CLERK**

**Discussion:**

- Noted that there are Naloxone kits on site at Morning Mist if there ever were to be a need in the municipality.