



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

### **Minutes of August 15, 2019**

Minutes of a regular meeting of Council held on Thursday, August 15, 2019 at 7:00 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/ Deputy Treasurer, members of the public.

**Consultants:**

**Absent/Regrets:** Noella LeBreton, Treasurer

**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**

Pecuniary Interest applies to you if it applies to clubs/organizations you are involved in, your employer, or activities of your children, parents or spouse.

Councillor Villeneuve – Agenda Item #11, Report 15/08/19/001 concerning legal reimbursement; item deals with financial cost to Councillor.

**5. DEPUTATIONS/PRESENTATIONS** -none

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

Resolution No.: 15/08/19/001

Moved by Councillor Kelly-Chamberlain and seconded by Councillor Dowser

**BE IT RESOLVED THAT** the minutes of the regular meeting of council of June 22, 2019 be accepted as presented.

Carried Unanimously

Minutes for information only -

- Library Board Minutes  
May 3, 2019
- Recreation Committee Minutes  
August 6, 2019

**7. CORRESPONDENCE & PETITIONS**

**Petitions - none**

**Correspondence**

- i. Hope Ezerins – Request for Turtle Crossing signs  
**Action: Clerk to inquire through MTO if our area would qualify for signage.**
- ii. County of Renfrew – EORN Mobile Broadband
- iii. Township of Bonnechere Valley – Firearm Bans
- iv. Town of Arnprior – County of Renfrew Request for Support
- v. City of Bradford – Retail Cannabis Stores
- vi. Cheryl Gallant – Flooding
- vii. Cheryl Gallant – Letter to Prime Minister

- viii. County of Renfrew – Ontario Youth Winter Games  
**Action: Clerk to send letter of support.**
- ix. Legal Aid Ontario – Letter of Support
- x. City of Stratford –2019 Provincial Budget and Planning Act
- xi. Town of Halton Hills – Reducing Litter and Waste in our Communities  
**Action: Clerk to send letter of support.**
- xii. Ministry of Municipal Affairs and Housing – Provincial Policy Statement
- xiii. OTVA – Municipal Accommodation Tax
- xiv. Township of Warwick – Enforcement for Safety on Family Farms  
**Action: Clerk to send letter of support.**
- xv. Limerick Area Conservation Coalition – Mining Exploration

## 8. MAYOR'S REPORT

- Report 15/08/19/801 – Mayor Debbi Grills

## 9. FINANCIAL REPORTS

- Report 15/08/19/802 - Revenue and Expense Report

Resolution No.:15/08/19/002

Moved by Councillor Dowser and seconded by Councillor Kelly-Chamberlain

**BE IT RESOLVED THAT** the Revenue and Expense Report be accepted as presented.  
Carried Unanimously

## 10. UNFINISHED BUSINESS

Report #15/08/19/901 - Payment Options

Resolution No.:15/08/19/003

Moved by Councillor Kelly-Chamberlain and seconded by Councillor Dowser

**WHEREAS** Council has received and reviewed Reports 25/04/19/1302 and 15/08/19/901 regarding different debit and credit payment options;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara and Maria does authorize staff to purchase a debit/credit card machine from Global Payments at a cost of \$750.00 (excluding one-time set up fee of \$125 plus monthly admin and processing fees).

Carried Unanimously

Report#15/08/19/902- Northern Graphite

Resolution No.:15/08/19/004

Moved by Councillor Dowser and seconded by Councillor Kelly-Chamberlain

**WHEREAS** Council has received new information and a new option regarding the purchase/lease of unopened road allowances requested by Northern Graphite;

**AND WHEREAS** Northern Graphite is requesting support from Council in order to facilitate obtaining investor funds;

**THEREFORE BE IT RESOLVED THAT** The Council of the United Townships of Head, Clara and Maria does hereby authorize staff to enter into a Memorandum of Understanding with Northern Graphite which details Council's support of their project and that the unopened road allowances will be sold/leased to Northern Graphite for a specified amount once financing is arranged;

**AND FURTHER** a copy of the MoU be brought to Council for final approval.

Carried Unanimously

## 11. ADDENDUM (NEW BUSINESS)

- Report 15/08/19/1001 – Outstanding Legal Reimbursement

Resolution No.: 15/08/19/005

Moved by Councillor Kelly-Chamberlain and seconded by Councillor Dowser

**BE IT RESOLVED THAT** The Council of the United Townships of Head, Clara and Maria does hereby direct staff to proceed with Option 1:

1- Waive the legal fee invoice for Councillor Villeneuve in the amount of \$343.85 (\$282.50 plus interest) and authorize staff to remove it from his account.

2- Maintain the invoice and request that Councillor Villeneuve pay the fees.

Carried Unanimously

Note: Councillor Villeneuve removed himself from the Council table and discussion.

- Report 15/08/19/1002 – Winter Maintenance Tender

Resolution No.: 15/08/19/006

**WHEREAS** tenders received for the plowing/ winter maintenance contract have been evaluated and points awarded as per the tender documents and municipal procurement by-law;

**THEREFORE IT BE RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby authorize staff award the 2019-2022 plowing contract to Pat Stewart Trucking.

Carried Unanimously

**Action: Clerk to clarify how resolution was written concerning COLA removal from contracts.**

- Report 15/08/19/1003 – Municipal Bar Pricing

Resolution No.: 15/08/19/007

Moved by Councillor Villeneuve and seconded by Councillor Allen

**WHEREAS** Council has received and reviewed Report#15/08/19/1003 regarding municipal bar sale pricing;

**THEREFORE BE IT RESOLVED THAT** The Council of the United Townships of Head, Clara and Maria does hereby authorize staff to proceed with Option 1:

- 1- Increase the price of each drink (~~affected by retail sales increase~~) by 50 cents per drink.
- 2- Increase the price of each drink (~~affected by retail sales increase~~) by \$1.00 per drink.
- 3- No increase in bar pricing.
- 4- Increase each drink in the amount of \_\_\_\_\_.

Carried

- Report 15/08/19/1004 – Clerks Training

Resolution No.: 15/08/19/008

Moved by Councillor Allen and seconded by Councillor Villeneuve

**WHEREAS** The AMCTO Municipal Clerks Institute, an education program designed to provide foundational needs of municipal staff new to the Clerk's role is being held September 12-14;

**AND WHEREAS** Council sees the value in training;

**BE IT RESOLVED THAT** The Council of the United Townships of Head, Clara and Maria does hereby authorize the Clerk to attend The AMCTO Municipal Clerks Institute.

Carried Unanimously

- Report 15/08/19/1005 – CDM Plan

Resolution No.: 15/08/19/009

Moved by Councillor Villeneuve and seconded by Councillor Allen

**WHEREAS** Council has received and reviewed the Draft Energy Conservation and Demand Management Plan required by Ontario Regulation 507/18;

**AND WHEREAS** Council approval is required as per the regulation;

**THEREFORE BE IT RESOLVED THAT** The Council of the United Townships of Head, Clara and Maria does hereby adopt the Energy Conservation and Demand Management Plan.

Carried Unanimously

- Report 15/08/19/1006 - Strategic planning

Resolution No.: 15/08/19/010

Moved by Councillor Villeneuve and seconded by Councillor Allen

**BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria will hold a special public meeting to discuss the 2019-2022 Strategic Plan on Saturday September 7, 2019 at 10:00 a.m.

Carried Unanimously

## 12. BY-LAWS

- Report 15/08/19/1101 – Repeal By-Law 2019-10 Off Road Vehicle By-Law  
Resolution No.: 15/08/19/011

Moved by Councillor Allen and seconded by Councillor Villeneuve

**WHEREAS** Bill 107 states that off-road vehicles are now automatically permitted onto municipal roads unless expressly prohibited by municipal bylaw, therefore eliminating the requirement for By-Law 2019-10;

**AND WHEREAS** there was an action item for the Clerk to bring By-Law 2019-10 to Council for repeal;

**BE IT RESOLVED THAT** The Council of the United Townships of Head, Clara and Maria does hereby repeal By-Law 2019-10.

Carried Unanimously

- Report 15/08/19/1102 – Emergency Management By-Law

Resolution No.: 15/08/19/012

Moved by Councillor Villeneuve and seconded by Councillor Allen

**WHEREAS** By-Law 2019-21 being a by-law to adopt the municipality's Emergency Management Program, Program Committee and Emergency Response Plan, and to appoint Stephany Rauche as the Chair of the Program Committee is presented to Council to obtain compliance with 2019 regulations;

**THEREFORE BE IT RESOLVED THAT** By-Law 2019-21 be read a first, second and third time passed this 15<sup>th</sup> day of August, 2019.

Carried Unanimously

## 13. CLOSED SESSION

Resolution No.:15/08/19/013

Moved by Councillor Dowser and seconded by Councillor Kelly-Chamberlain

**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 9:04 p.m. to discuss personal information about identifiable individuals.

Carried Unanimously

## 15. BUSINESS ARISING FROM CLOSED SESSION

Resolution No.:15/08/19/014

Moved by Councillor Dowser and seconded by Councillor Kelly-Chamberlain

**WHEREAS** Council went into closed session to discuss personal information about identifiable individuals;

**THEREFORE BE IT RESOLVED THAT** this meeting come out of closed session at 11:11 p.m. and that the public portion of the meeting continues.

Carried Unanimously

Resolution No.:15/08/19/015

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 accept the Organizational Review provided by E4M and will not make it a public document at this time.

Carried Unanimously

## 16. QUESTIONS AND ANSWERS

Has there been progress made with recycling? We are waiting for pricing from Valley Dumpster.

Where do we stand with boat launches? Harper's Marina was in HCM to look at all three sites and has not provided pricing yet. Clerk has started to create a Request for Proposal.

Would council cover costs associated with Kidder Cemetery repairs; it is not being kept up anymore. There are volunteers who are willing to maintain it but are requesting money for lumber and paint – approximately \$300.00.

**Action: Mayor Grills will write for newsletter asking for community project.**

Thank you to Councillor Dowser for representing HCM residents at the OPG info session in Mattawa.

Does Council want the municipal insurance representative to do a deputation at the September meeting?

**Action: Clerk to confirm deputation for September meeting.**

**17. CONFIRMATION OF PROCEEDINGS**

Resolution No.:15/08/19/016

Moved by Councillor Dowser and seconded by Councillor Kelly-Chamberlain

**BE IT RESOLVED THAT** By-Law 2019-22 being a by-law to confirm proceedings of the Council of the United Townships of Head, Clara & Maria at its meeting held on Thursday, August 15, 2019 be read a first time short and passed.

Carried Unanimously

**18. ADJOURNMENT**

Resolution No.: 15/08/19/017

Moved by Councillor Dowser and seconded by Councillor Kelly-Chamberlain

**BE IT RESOLVED THAT** this meeting adjourn at 11:35 p.m. to meet again on Thursday, September 19th, 2019 at 7:00 p.m.

Carried Unanimously

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**MAYOR**

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**CLERK**