



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

### **Minutes of March 23, 2023**

Minutes of a regular meeting of Council held on March 23, 2023 at 2:00 p.m.

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. **TRADITIONAL LAND ACKNOWLEDGEMENT**  
*As we gather this afternoon, I would like to acknowledge on behalf of Council and our community that we are meeting on the traditional territory of the Algonquin People. We would like to thank the Algonquin people and express our respect and support for their rich history, and we are extremely grateful for their many and continued displays of friendship. We also thank all the generations of people who have taken care of this land for thousands of years.*
3. **ROLL CALL** – The following persons were present: Mayor Debbi Grills, Councillors: Chris Dowser, Karen LeClerc and Rachel Richer  
**Staff:** Crystal Fischer, Municipal Administrator  
**Absent/Regrets:** Councillor Fran Kelly-Chamberlain  
**Guests:** two members of the public
4. **RECITAL OF THE MUNICIPAL MISSION AND VISION STATEMENTS** – Councillor Richer  
**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.
5. **DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF** – none
6. **DEPUTATIONS/PRESENTATIONS** – none
7. **ADOPTION OF MINUTES OF PREVIOUS MEETINGS (INCLUDING COMMITTEES)**  
Resolution No.: 23/03/23/001  
Moved by Councillor Dowser and Seconded by Councillor Richer  
**BE IT RESOLVED THAT** the minutes of the regular meeting of Council of February 23, 2023 be accepted as presented.  
Carried Unanimously
8. **CORRESPONDENCE & PETITIONS**  
**Petitions** - none  
**Correspondence**
  - i. Niagara Region – Declaration of Emergency for Homelessness, Mental Health and Opioid Addiction
  - ii. Town of Grimsby – Barriers for Women in Politics

- iii. Town of Cobourg – Homelessness and Unsheltered Persons
- iv. Town of Plympton-Wyoming – School Board Elections
- v. Township of Ashfield, Colborne, Wawanosh – Future Accuracy of the Permanent Register of Electors
- vi. Township of Moonbeam – English Public School Boards Association
- vii. Town of Grimsby – Changes to Municipal Heritage Register
- viii. County of Huron – Review of the Cannabis Act
- ix. County of Renfrew – Notice of Public Meeting Regarding Official Plan Amendment
- x. Ministry of Natural Resources and Forestry – 2023-2024 Work Schedule for Ottawa Valley Forest
- xi. Municipality of North Perth – School Bus Stop Arm Cameras  
**Action: Clerk to send letter of support.**
- xii. Ministry of Transportation – Update on Council Requests for Consideration
- xiii. Municipality of Trent Lakes – Oath of Office
- xiv. Ernie Villeneuve – Letter to Council Regarding Campgrounds

#### **Late Correspondence**

- xv. Town of Essex – Reinstatement of Legislation Permitting Municipality to Retain Surplus Proceeds from Tax Sales  
**Action: Clerk to send letter of support.**
- xvi. Ministry of Natural Resources and Forestry – Floating Accommodations

#### **9. MAYOR'S REPORT**

- i. Report 23/03/23/901 –Mayor's Report
- ii. Report 23/03/23/902 – Mayor's Report on Passing 2023 Upper-Tier Municipality

#### **10. STAFF REPORTS - none**

#### **11. FINANCIAL REPORTS**

- i. Report 23/03/23/1101 – 2023 Municipal Operating Budget  
Resolution No.: 23/03/23/002  
Moved by Councillor Dowser and Seconded by Councillor LeClerc  
**WHEREAS** Council has received Report #23/03/23/1101 concerning the 2023 municipal operating budget;  
**THEREFORE BE IT RESOLVED THAT** By-Law 2023-04 being a by-law to adopt the 2023 municipal operating budget be read a first, second and third time passed this 23<sup>rd</sup> day of March 2023.

Carried Unanimously

- ii. Report 23/03/23/1101 – 2023 Municipal Operating Budget Transfer to Reserves  
Resolution No.: 23/03/23/1001  
Moved by Councillor Dowser and Seconded by Councillor LeClerc  
**WHEREAS** Council has received Report #23/03/23/1101 concerning the 2023 municipal operating budget with recommendations for transfers to reserves;  
**THEREFORE BE IT RESOLVED THAT** Council of the United Townships does hereby direct Staff to complete the following transfers to reserves:

\$3,500 – Disposal Site for well replacement at Bissett Creek Landfill  
\$36,670 – Culverts for Mackey Creek  
\$5,000 – Office Maintenance Fund for Legal Expenses  
\$1,000 – Office Maintenance Fund for Election Expenses  
\$25,000 – Disposal Site Vehicle Replacement  
\$5,350 - Contingencies

Carried Unanimously

**12. UNFINISHED BUSINESS –**

i. Report 23/03/23/1201 – Letter of Concurrence Rogers Communications Tower  
Resolution No.: 23/03/23/007

Moved by Councillor LeClerc and Seconded by Councillor Dowser

**WHEREAS** Council has received a summary of the municipal and public consultation process concerning a proposed wireless communication site to be located at 93 Bissett Creek Road in Bissett Creek, ON;

**AND WHEREAS** Rogers Communications Inc. requests that their proposal be considered complete and that The United Townships of Head, Clara and Maria move forward with the assessment of the process Rogers has undertaken to date;

**AND WHEREAS** Rogers also requests that municipality issue a formal Letter of Concurrence to Rogers with a copy to ISED in order to permit Rogers to move forward with the installation of the proposed wireless communication site;

**THEREFORE BE IT RESOLVED THAT** Council of the United Townships of Head, Clara and Maria does hereby provide confirmation that the proposal provided by Rogers Communication is considered complete and that the municipality will move forward with the assessment of the process that Rogers has undertaken to date;

**AND FURTHER THAT** Staff be directed to issue a formal Letter of Concurrence to Rogers with a copy to ISED in order to permit Rogers to move forward with the installation of the proposed wireless communication site.

Carried Unanimously

**13. NEW BUSINESS –**

i. Report 23/03/23/1301 – Winter Maintenance and Grading Contract Tenders  
Resolution No.: 23/03/23/003

Moved by Councillor Dowser and Seconded by Councillor Richer

**WHEREAS** Council received Report #23/03/23/1301 regarding Winter Maintenance and Grading Contract Tenders and have had an opportunity to provide revisions to the documents;

**THEREFORE BE IT RESOLVED THAT** that Council of the United Townships of Head, Clara and Maria does hereby direct staff to advertise the Tender and Contract Documents for Winter Maintenance and Grading.

Carried Unanimously

ii. Report 23/03/23/1302 – County of Renfrew Planning Services  
Resolution No.: 23/03/23/004

Moved by Councillor LeClerc and Seconded by Councillor Richer

**WHEREAS** Council received a request from a resident in consideration of offering Planning Services at the municipal office;

**WHEREAS** Council received Report #23/03/23/1302 regarding Planning Services offered through the County of Renfrew;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara and Maria does hereby direct staff to schedule a Planner from the County of Renfrew to attend the municipal office on a quarterly basis, to be reviewed in one year.

Carried Unanimously

iii. Report 23/03/23/1303 – Provision of Recycling Bins at Local Businesses

Resolution No.: 23/03/23/005

Moved by Councillor Dowser and Seconded by Councillor LeClerc

**WHEREAS** Council received Report #23/03/23/1303 regarding provision of recycling bins at local businesses and have had an opportunity to provide revisions to the Memorandum of Agreement;

**THEREFORE BE IT RESOLVED THAT** that Council of the United Townships of Head, Clara and Maria does hereby direct staff to continue to provide recycling bins to local businesses and enter into new Memorandum of Agreements for 2023 and 2024.

Carried Unanimously

iv. Report 23/03/23/1304 – Inclusive Community Grants Program

Resolution No.: 23/03/23/006

Moved by Councillor LeClerc and Seconded by Councillor Richer

**WHEREAS** the Inclusive Community Grants Program is accepting applications for funding for projects that will help older residents and people with disabilities participate in community life;

**THEREFORE BE IT RESOLVED THAT** Council of the United Townships of Head, Clara and Maria does hereby direct staff to submit an application for funding through the Inclusive Community Grants Program for the installation of accessible washrooms at municipal boat launches and LaCroix Park.

Carried Unanimously

Note: Clerk to include flexibility in the grant application to allow accessibility ramps to community centre/ municipal office.

**14. NOTICE OF MOTION – none**

**15. POLICY/BY-LAW REVIEW - none**

**16. BY-LAWS –none**

**17. CLOSED SESSION - none**

**18. QUESTIONS AND ANSWERS –**

Councillor Dowser – does the procedure by-law need to be changed to reduce the number of reserve accounts? No, Staff and the Auditor have discussed this in going through the 2022 audit.

Update on Algonquin Trail?

**Action: Mayor Grills to find more information and provide an update.**

Was there a good turnout for the MPAC Representatives in the municipal office in March? Two Residents attended the session.

**19. CONFIRMATION OF PROCEEDINGS**

Resolution No.: 23/03/23/008

Moved by Councillor LeClerc and Seconded by Councillor Dowser

**BE IT RESOLVED THAT** By-law 2022-06 being a by-law to confirm proceedings of the meeting of Council of Thursday, March 23, 2023 be read a first time short and passed.  
Carried Unanimously

**20. ADJOURNMENT**

Resolution No.: 23/03/23/009

Moved by Councillor LeClerc and Seconded by Councillor Richer

**BE IT RESOLVED THAT** this meeting adjourn at 3:04 p.m. to meet again on April 20, 2023 at 2:00 p.m.

Carried Unanimously

*D. Grills*

MAYOR

*C. Richer*

CLERK