



**THE CORPORATION OF THE UNITED TOWNSHIPS OF HEAD, CLARA & MARIA**  
**Minutes of October 19, 2023**

Minutes of a regular meeting of Council held on October 19, 2023 at 2:19 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, Fran Kelly-Chamberlain, Karen LeClerc and Rachel Richer  
**Staff:** Crystal Fischer, Municipal Administrator  
**Absent/Regrets:** none  
**Guests:** none
4. **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.
5. **DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF** – none
6. **DEPUTATIONS/PRESENTATIONS** – none
7. **ADOPTION OF MINUTES OF PREVIOUS MEETINGS (INCLUDING COMMITTEES)**  
Resolution No.: 23/10/19/001  
Moved by Councillor LeClerc and Seconded by Councillor Kelly-Chamberlain  
**BE IT RESOLVED THAT** the minutes of the regular meeting of September 21<sup>st</sup>, 2023 be accepted as presented.  

Carried Unanimously
8. **CORRESPONDENCE & PETITIONS**  
**Petitions** - none  
**Correspondence**
  - i. Association of Municipalities of Ontario - Affordable Homes and Good Jobs Act
  - ii. Wasaga Beach - Illegal Car Rally
  - iii. Township of Montague - Municipal Freedom of Information and Protection of Privacy Act
  - iv. Town of Aurora - Opposition to Strong Mayors Powers in Aurora
  - v. Association of Municipalities of Ontario - New Ministers and Transit Legislation

- vi. Township of West Lincoln - Challenges Faced by Smaller Developers in Ontario Communities
- vii. Municipality of Bluewater - Childcare Availability in Ontario
- viii. City of Pembroke/ Pembroke Public Library - 2024 Multicultural Festival Sponsorship
- ix. Town of Cobourg - Illegal Land Use Enforcement
- x. Ministry of Infrastructure - Administrative Penalties Regulation under the Building Broadband Faster Act

**Late Correspondence**

- xi. North Renfrew Family Services – Christmas Basket Program

**9. MAYOR'S REPORT**

- i. Report 23/10/19/901 –Mayor's Report  
**Action: Mayor Grills to request a copy of the Peter Kenyon presentation to provide to Council.**

**10. STAFF REPORT**

- i. Report 23/10/19/1001 – Clerk's Report  
Resolution No.: 23/10/19/002  
Moved by Councillor Kelly-Chamberlain and Seconded by Councillor LeClerc  
**WHEREAS** Council has allocated \$2,500 towards donations in the 2023 budget;  
**AND WHEREAS** Council has already made donations in 2023 in the amount of \$515;  
**AND WHEREAS** Council has received and reviewed requests for donations from the Catholic Women's League for the Community Christmas Party and North Renfrew Family Services for the Christmas Basket Program;  
**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara and Maria does hereby direct Staff to issue the following donations for the remainder of 2023:  
\$250 CWL Community Christmas  
\$250 Bernadette McCann House  
\$250 Deep River and Area Food Bank  
\$1250 North Renfrew Family Services

Carried Unanimously

**Action: Clerk to send letter requesting a discussion with Town of Deep River concerning the potential for partnership of auto-extrication services.**

**Action: Clerk to submit an application for funding under OTF's Resilient Communities Fund for accessibility software and training.**

**11. FINANCIAL REPORTS - none**

**12. UNFINISHED BUSINESS – none**

**13. NEW BUSINESS –**

- i. Report 23/10/19/1301 – Recreation Advisory Committee Appointments  
Resolution No.: 23/10/19/003  
Moved by Councillor Kelly-Chamberlain and Seconded by Councillor Dowser  
**WHEREAS** the Recreation Advisory Committee Terms of Reference provides for annual appointments of members to the committee;

**AND WHEREAS** the following persons have indicated their interest in serving on the group;

**AND WHEREAS** Council sees the value in continuing this group in providing activities for the members of the community;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara and Maria does hereby appoint to the Recreation Advisory Group for the year 2024: Glenn Stewart, Bonnie Stewart, Deborah Froehlich and Melissa Foster with Councillor Dowser as chair of the committee;

**AND FURTHER** that Melissa Foster be appointed to the Recreation Advisory Committee for the remainder of the 2023 term.

Carried Unanimously

**Action: Clerk to update the RAC Terms of Reference to permit two members of Council to sit on the Committee.**

**Action: Clerk to create a resolution for the November meeting to appoint Councillor Richer to the committee.**

**14. NOTICE OF MOTION – none**

**15. POLICY/BY-LAW REVIEW –**

**i. Report 23/10/19/1501 – Policy Review**

Resolution No.: 23/10/19/004

Moved by Councillor Richer and Seconded by Councillor Dowser

**WHEREAS** Council received Report 23/10/19/1501 regarding the Accountability and Transparency By-law and have had an opportunity to ask clarifying questions and make recommendations of updates to the by-law;

**THEREFORE BE IT RESOLVED** that By-law 2023-22 being a by-law to adopt an Accountability and Transparency Policy be read a first, second and third time passed this 19<sup>th</sup> day of October, 2023.

Carried Unanimously

Resolution No.: 23/10/19/005

Moved by Councillor Dowser and Seconded by Councillor Richer

**WHEREAS** Council received Report 23/10/19/1501 regarding the Delegation of Authority By-law and have had an opportunity to ask clarifying questions and make recommendations of updates to the by-law;

**THEREFORE BE IT RESOLVED** that By-law 2023-23 being a by-law to adopt a Delegation of Authority Policy be read a first, second and third time passed this 19<sup>th</sup> day of October, 2023.

Carried Unanimously

**ii. Report 23/10/19/1502 – Fee Schedule Review**

Resolution No.: 23/10/19/006

Moved by Councillor Dowser and Seconded by Councillor Richer

**WHEREAS** the Fee Schedule was last reviewed in 2011 since which time the cost of providing service has increased;

**AND WHEREAS** Staff completed a comparison of neighbouring municipality's fee schedules;

**THEREFORE BE IT RESOLVED THAT** By-law 2023-24 being a by-law to adopt an updated Fees and Charges Policy be read a first, second and third time passed this 19<sup>th</sup> day of October, 2023.

Carried Unanimously

iii. Report 23/10/19/1503 – Multi-year Accessibility Plan

Resolution No.: 23/10/19/007

Moved by Councillor Dowser and Seconded by Councillor Richer

**WHEREAS** Council received Report#23/08/26/1501 concerning the Draft Multi-Year Accessibility Plan;

**AND WHEREAS** Council completed public consultation to gather feedback on barriers affecting the Municipality;

**AND WHEREAS** the Draft Plan has been updated to include public and Council feedback on the Draft Plan;

**THEREFORE BE IT RESOLVED THAT** By-law 2023-25 being a by-law to adopt a Multi-Year Accessibility Plan be read a first, second and third time passed this 19<sup>th</sup> day of October, 2023.

Carried Unanimously

**16. BY-LAWS –none**

**17. CLOSED SESSION - none**

**18. QUESTIONS AND ANSWERS**

People are being restricted from taking items at the landfill sites - allowing scavenging is not permitted at the landfill.

**Action: Clerk to advertise that re-use section is available at both sites; try to encourage its use as an alternative to scavenging.**

Update on Streetlights – materials have been ordered for the bases. There was an error in the order list from Aultman Rental and therefore Staff is waiting for an updated order approval. There is a 4-6 week lead time for delivery of materials. Installation will depend on weather.

**19. CONFIRMATION OF PROCEEDINGS**

Resolution No.: 23/10/19/008

Moved by Councillor Richer and Seconded by Councillor LeClerc

**BE IT RESOLVED THAT** By-law 2023-26 being a by-law to confirm proceedings of the meeting of Council of Thursday, October 19<sup>th</sup>, 2023 be read a first time short and passed.

Carried Unanimously

**20. ADJOURNMENT**

Resolution No.: 23/10/19/009

Moved by Councillor Dowser and Seconded by Councillor Kelly-Chamberlain

**BE IT RESOLVED THAT** this meeting adjourn at 4:13 p.m. to meet again on November 16, 2023 at 2:00 p.m.

Carried Unanimously

  
MAYOR

  
CLERK