

THE CORPORATION of the UNITED TOWNSHIPS of HEAD, CLARA & MARIA  
**MINUTES**



Minutes of a regular meeting of Council held on December 16, 2024.

**The following persons were present:**

Mayor Debbi Grills, Councillors: Chris Dowser, Fran Kelly- Chamberlain, Karen LeClerc and Rachel Richer.

Meeting Clerk: Peggy Young-Lovelace, E4m

Staff/Advisors: Stephany Rauche, Deputy Clerk/Deputy Treasurer  
Frank Morin, Municipal Works Foreman/Labourer  
Leanne Crozier, E4m (Electronically)  
Josh Young, E4m (Electronically)

1. Call to Order and Moment of Silence

Mayor Grills called the meeting to order at 2:10:04 A.M.

*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 morning (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 for years.*

3. Recital of the Municipal Mission and Vision Statements – Councillor LeClerc

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. Approval of Agenda

Resolution No.: 2024-115

Moved by Councillor Kelly-Chamberlain and seconded by Councillor Dowser

BE IT RESOLVED THAT the agenda of the Regular Meeting of Monday December 16, 2024, be adopted as circulated

**Carried**

5. Disclosure of Pecuniary interest & General Nature Thereof – None were disclosed.

6. Mayor's Address

Resolution No.: 2024-116

Moved by Councillor Richer and seconded by Councillor LeClerc

BE IT RESOLVED THAT the Mayor's Address be received as presented.

**Carried**

7. Approval of the Minutes of the Most Recent Meeting(s)

a. Regular Meeting November 21, 2024

Resolution No.: 2024-117

Moved by Councillor Kelly-Chamberlain and seconded by Councillor LeClerc

BE IT RESOLVED THAT the minutes of the Regular Meeting of Thursday November 21, 2024, be adopted as circulated.

**Carried**

8. Delegations/Presentations

9. Council Direction From Previous Meeting

- a. Office Closure Policy – Update – Matter to be considered as part of the Level of Service Bylaw work  
(Brief verbal updates were provided. No decisions or directions required at this time.)

10. Legislative Matters

- a. Consent Agenda (includes items of correspondence not requiring administrative reports/action, committee reports not requiring any action by Council – matters that are for information purposes only).

November 21, 2024, Consent Agenda (Matter Deferred)

Resolution No.: 2024-106

Moved by Councillor Dowser and seconded by Councillor Kelly-Chamberlain

BE IT RESOLVED THAT the Consent Agenda be accepted as circulated.

**Carried**

December 11, 2024, Consent Agenda

Resolution No.: 2024-118

Moved by Councillor LeClerc and seconded by Councillor Richer

BE IT RESOLVED THAT the Consent Agenda be accepted as circulated.

**Carried**

- b. Bylaws – None  
c. Public Hearings: Planning/Zoning Matters – None  
d. Committee/Local Board Reports

i. Library Board

Board Minutes

(None)

Board Rep Report

Resolution No.: 2024-120

Moved by Councillor Kelly-Chamberlain and seconded by Councillor Dowser

BE IT RESOLVED THAT the Library Board Council Representative Report be received.

ii. Police Services Board

(None)

iii. Renfrew County and District Health Unit

Letter to the Board from the Medical Officer of Health September 24, 2024

Resolution No.: 2024-121

Moved by Councillor Richer and seconded by Councillor Kelly-Chamberlain

BE IT RESOLVED THAT the Letter from the Medical Officer of Health to the Renfrew County and District Health Unit Board of Directors be received.

**Carried**

11. Administrative Matters

- a. New Business/Reports from Officers/Employees on Various Issues (including reports from departments which require Council approval)

Council Meeting Schedule 2025

Resolution No.: 2024-124

Moved by Councillor LeClerc and seconded by Councillor Kelly Chamberlain

BE IT RESOLVED THAT the 2025 Council Meeting Schedule be adopted as presented.

**Carried**

Mackey Creek Culvert Replacement Project

Resolution No.: 2024-125

Moved by Councillor Richer and seconded by Councillor Dowser

Council for the United Townships of Head, Clara and Maria budgeted in 2024 to replace two (2) culvert(s) on Mackey Creek Road where it spans Mackey Creek and found that the cost of the work far exceeded the amount budgeted;

And Council directed that alternative more affordable solutions be sought;

And the County of Renfrew has indicated that they could enter into a Service Agreement to assist with the design and possibly the culvert replacement on a fee for service basis if requested by Head, Clara and Maria and approved by County Council;

And Council believes it to be in the municipalities best interest to request the County of Renfrew to assist with the Mackey Creek Culvert Replacement Project and to enter into a Service Agreement for same;

BE IT RESOLVED THAT Council for the United Townships of Head, Clara and Maria hereby formally requests that the County of Renfrew assist with the Mackey Creek Culvert Replacement Project and authorizes the Mayor and E4m to negotiate the required Service Agreement should the County of Renfrew agree to provide the services on a fee for service basis.

**Carried**

Appointment of Deputy Mayor

Resolution No.: 2024-126

Moved by Councillor Dowser and seconded by Councillor LeClerc

Council adopted Bylaw 2023-27 appointing Councillor Richer as Deputy Mayor for the period of January 1 to December 31, 2024;

And Council believes it is in the best interest of Head, Clara and Maria to review this bylaw and associated policy;

BE IT RESOLVED THAT Council directs that E4m review the bylaw/associated policy and provide a report to Council outlining options/best practice for the appointment of a Deputy Mayor for the Council meeting on February 13, 2025, and that Councillor Richer continue as Deputy Mayor until Council receives and considers the report from E4m.

**Carried**

Donation Policy

Resolution No.: 2024-127

Moved by Councillor Richer and seconded by Councillor Kelly-Chamberlain

Council has annually provided donations to certain charitable/non-profit organizations;

And in the 2024 budget Council committed to contribute \$2,500 to certain organizations;

And annually Council has determined that contributions will be made to the same organizations;

And Council recognizes it is more expedient and efficient for Council to establish a donation policy.

BE IT RESOLVED THAT Council for the United Townships of Head, Clara and Maria hereby directs E4m to prepare a donation policy for Council to consider at the March 2025 Council;

And further that \$375 be provided to the CWL and the remaining \$875 dollars be distributed as follows \$250.00 to be donated to Bernadette McCann House and \$625.00 to the Food Bank.

**Carried**

**Council recessed for lunch at 12:00 P.M. and reconvened at 2:00 P.M.**

- b. Financial Update/Statement/Quarterly Variance Report
  - i. 2025 Budget Preparation Presentation/Working session
- c. Update on Capital Projects
- d. Streetlighting Project
  - Resolution No.: 2024-128
  - Moved by Councillor Richer and seconded by Councillor LeClerc
  - BE IT RESOLVED THAT the Streetlighting Project update be received as presented.

**Carried**

12. Leadership Issues

- a. Update to Strategic Plan – Council was given a brief summary of the findings from the previous planning session.
- b. Five-Year Financial Plan (including Asset Management Plan)
- c. New Policy
- d. Notice of Motion

13. Closed Session

14. Confirmation of Proceedings

- a. Confirmatory Bylaw 2024-019
  - Resolution No.: 2024-129
  - Moved by Councillor Kelly-Chamberlain and seconded by Councillor LeClerc
  - BE IT RESOLVED THAT By-Law 2024-019 being a bylaw to confirm proceedings of Council at their Regular Meeting of December 16, 2024, be read and passed.

**Carried**

15. Adjournment

Resolution No.: 2024-130  
Moved by Councillor Richer and seconded by Councillor Kelly-Chamberlain  
BE IT RESOLVED THAT this meeting adjourn at 3:34 P.M. to meet again on Thursday February 13, 2025, at 2:00 P.M..

**Carried**



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Mayor



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Clerk