

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



Minutes of a regular meeting of Council held on February 8, 2024.

**1. Call to Order and Moment of Silence**

Mayor Grills called the meeting to order at 2:08 P.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. Roll Call** – The following persons were present: Mayor Debbi Grills, Councillors: Chris Dowser, Fran Kelly-Chamberlain, Karen LeClerc and Rachel Richer.

**Meeting Clerk:** Peggy Young-Lovelace (Clerk Pro Tempore)

**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 were disclosed.

**6. Deputations/Presentations** – None

**7. Adoption of Minutes of Previous Meeting**

**8. Petitions and Correspondence - Information Only** – (Please advise if you feel any item warrants further consideration)

**9. Staff Reports** - None

**10. Financial Reports** - None

**11. By-Laws**

Bylaw 2024-01

Resolution No.:2024-005

Moved by Councillor Kelly-Chamberlain and seconded by Councillor Richer

BE IT RESOLVED THAT Bylaw 2024-01 being a bylaw to provide for an interim tax levy on properties designated as residential, farmland, managed forest, pipeline, industrial, and commercial and to provide for payment of taxes and penalty and interest of 1.25% is hereby read a first, second and third time and passed.

Carried Unanimously

**12. Unfinished Business**

Matters from the December 21, 2023, Agenda Package

a) Deputations and Presentations

County of Renfrew – Zoning Bylaw Amendment has been deferred to February 21, 2024.

b) Adoption of Minutes of Previous Meeting

Council Minutes

Resolution No.: 2024-006

Moved by Councillor Richer and seconded by Councillor Kelly-Chamberlain  
BE IT RESOLVED THAT the minutes of the regular meeting of Thursday November 16, 2023, be accepted as presented.

Carried Unanimously

Library Board Minutes

Resolution No.: 2024-007

Moved by Councillor Richer and seconded by Councillor Dowser  
BE IT RESOLVED THAT the Library Board minutes of September 19 and October 10, 2023, be received.

Carried Unanimously

Recreation Advisory Committee Minutes

Resolution No.: 2024-008

Moved by Councillor Richer and seconded by Councillor LeClerc  
BE IT RESOLVED THAT the Recreation Advisory Committee minutes of October 3 and November 7, 2023, be received.

Carried Unanimously

c) Petitions and Correspondence

Petitions – None

Correspondence (Information Only)

- i. Town of Orangeville – Ontario Works Financial Assistance Rates
- ii. AMO Policy Update – Planning Statute Law Amendments and Ontario Child Care Workforce Strategy
- iii. Coleman Township – Conservation Officer Reclassification  
**Action: Clerk to send letter of support**
- iv. Municipality of Tweed – 1/3 Funding Grant Programs
- v. RCDHU Medical Officer of Health – Report to the Board November 2023
- vi. The County of Prince Edward – Province to Stop MECP Proposal  
**Action: Clerk to send letter of support**
- vii. Municipality of Grey Highlands – OEB Leave to Construct  
**Action: Clerk to send letter of support**
- viii. Cogeco – Update on Network Expansion in Head, Clara & Maria
- ix. Township of Clearview – Cemetery Transfer Abandonment Administration and Management Support  
**Action: Clerk to send letter of support**
- x. City of Greater Sudbury – Amendment to OHSA to Clarify Definition of Employer  
**Action: Clerk to send letter of support**
- xi. Ministry of Natural Resources and Forestry – Technical Bulletin
- xii. Ministry of Municipal Affairs and Housing – 2023 Financial Indicator Results

d) Council Reports

Mayor Grills provided Council a report on her activities.

e) Staff Reports

Report 23/12/21/1001 - Clerks Report

Resolution No.: 2024-008

Moved by Councillor LeClerc and seconded by Councillor Kelly-Chamberlain  
BE IT RESOLVED THAT the Clerk's Report #23/12/21/1001 be received and directs that staff update the website as recommended therein.

Carried Unanimously  
Report 23/12/21/1001 – 2023/2024 Grant Summary Report  
Resolution No.: 2024-009

Moved by Councillor Kelly-Chamberlain and seconded by Councillor Richer  
BE IT RESOLVED THAT the Grant Summary Report #23/12/21/1002 is hereby received.

Carried Unanimously  
Report 23/12/21/1001 – 2023 Complaint Statistics and Resident Survey  
Resolution No.: 2024-010

Moved by Councillor LeClerc and seconded by Councillor Kelly-Chamberlain  
BE IT RESOLVED THAT the 2023 Complaints Report #23/12/21/1003 is hereby received and that Council directs the Customer Service Satisfaction Survey be postponed at this time to be reconsidered in six (6) months.

Carried Unanimously

f) **Financial Reports**  
Report 23/12/21/1101 - Revenue and Expense Report  
Resolution No.: 2024-011

Moved by Councillor Dowser and seconded by Councillor Kelly-Chamberlain  
WHEREAS Council has received Report #23/12/21/1101 concerning the Revenue and Expense Report ending December 14, 2023 and have had the opportunity to ask clarifying questions;

BE IT RESOLVED THAT Council of the United Townships of Head, Clara and Maria does hereby accept the Revenue and Expense Report dated December 14, 2023 as presented.

Carried Unanimously

**Recess: 3:01 to 3:09 p.m. to provide Council with copies of the 2024 Draft Budget**  
Report 23/12/21/1102 – 2024 Draft Budget  
Resolution No.: 2024-012

Moved by Councillor Dowser and seconded by Councillor Kelly-Chamberlain  
BE IT RESOLVED THAT Council does hereby receive the Draft 2024 Budget and directs staff to post notice that the budget will be passed on February 21, 2024.

Carried Unanimously

g) **Unfinished Business**  
Report 23/12/21/1201 – Community Safety and Well-Being Plan – Matter Deferred to March Regular Council Meeting  
Report 23/12/21/1202 – Accepting Tipping Fee Payments at Waste Disposal Sites  
Resolution No.: 2024-013

Moved by Councillor LeClerc and seconded by Councillor Rixher  
WHEREAS Council Received Report 23/12/21/1202 regarding accepting cash and cheque payments for tipping fees at municipal disposal sites;  
AND WHEREAS accepting payments at the disposal sites may improve operating efficiencies and customer service levels;  
THEREFORE BE IT RESOLVED THAT The Council of the United Townships of Head, Clara and Maria does hereby direct staff to implement a process of accepting cash and cheque payments for tipping fees at the waste disposal sites effective January 1, 2024;  
AND FURTHER THAT the service be provided as a trial program to be reviewed again in one year to determine feasibility of continuation.

Carried Unanimously

h) **Addendum (New Business)**  
Report 23/12/21/1301 – Staff Performance Appraisals  
Resolution No.: 2024-014

Moved by Councillor Kelly-Chamberlain and seconded by Councillor Dowser

WHEREAS employee performance evaluations were completed in December 2023 with four employees meeting or exceeding expectations, resulting in a position for a one-step increase as recommended by the Clerk-Treasurer;  
 THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara and Maria does hereby agree that based on completed assessments and to be come effective January 1, 2024, four members of staff receive one step increase on the salary grid.

Carried Unanimously

Report 23/12/21/1302 - COLA  
 Resolution No.: 2024-015

Moved by Councillor Dowser and seconded by Councillor Kelly-Chamberlain  
 WHEREAS Council's past practice has been to award cost of living adjustments to staff salary and council honorarium when the October to October Consumer Price Index surpassed 1%;

AND WHEREAS numbers for Ontario show an increase of 3.3% for 2022-2023;  
 THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby authorize that the 3.3% cost of living adjustment based on the October to October Statistics Canada's Consumer Price Index for Ontario be applied to all applicable salaries and honoraria effective January 1, 2024.

Carried Unanimously

i) Notice of Motion

Report 23/12/21/1401 – Motion to Reconsider Resolution No. 23/11/16/006  
 Resolution No.: 2024-016

Moved by Councillor Kelly-Chamberlain and seconded by Councillor LeClerc  
 WHEREAS Council voted on Resolution No. 23/11/16/006 regarding Auto Extrication at the regular meeting of Council on November 16, 2023;

AND WHEREAS a member of Council is requesting reconsideration of their vote on the resolution;

AND WHEREAS Section 2.20 of the Procedural By-law allows for reconsideration of a vote as long as the requestor originally voted in the majority and Council votes in favour of adding the Motion to Reconsider to the Agenda;

THEREFORE BE IT RESOLVED THAT Council of the United Townships of Head, Clara and Maria does hereby vote in favour of adding a Motion to Reconsider Resolution No. 23/11/16/006 to the Agenda of the Council meeting of February 22, 2024.

Recorded Vote		
Dowser, C	Yes	<u>x</u> No _____
Grills, D	Yes	_____ <u>x</u> No
Kelly-Chamberlain, F	Yes	_____ <u>x</u> No
LeClerc, K	Yes	<u>x</u> No _____
Richer, R	Yes	<u>x</u> No _____

Carried

13. Addendum (New Business) - None

14. Notice of Motion – (To be used by members of Council to introduce new areas of business they wish to discuss in the future) - None

15. Closed Session

16. Questions and Answers

**17. Confirmation of Proceedings**

Confirmatory Bylaw 2024-02

Resolution No.: 2024-017

Moved by Councillor LeClerc and seconded by Councillor Kelly Chamberlain

BE IT RESOLVED THAT By-Law 2024-02 being a by-law to confirm proceedings of the Council of Wednesday January 10, and Thursday February 8, 202 be read a first time short and passed.

Carried Unanimously

**18. Adjournment**

Resolution No.: 2024-018


Moved by Councillor LeClerc and seconded by Councillor Kely-Chamberlain

BE IT RESOLVED THAT this meeting adjourn at 4:33 p.m. to meet again on Wednesday February 21, 2024, at 2:00 p.m.

Carried Unanimously



MAYOR



CLERK

