



CORPORATION OF THE UNITED TOWNSHIPS OF HEAD, CLARA AND MARIA AGENDA
Thursday, April 17, 2025
10:00 A.M.

NOTE: Council will begin at 10:00 a.m., there will be no break for lunch.

1. Call to Order and Moment of Silence

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

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.: 2025-035

Moved by _____ and seconded by _____

BE IT RESOLVED THAT the agenda of the Regular Meeting of Thursday April 17, 2025, be adopted as circulated.

5. Declarations of Disqualifying Interest (Pecuniary)

6. Mayor's Address

Resolution No.: 2025-036

Moved by _____ and seconded by _____

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

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

a. Regular Meeting February 16, 2025

Resolution No.: 2025-037

Moved by _____ and seconded by _____

BE IT RESOLVED THAT the minutes of the Regular Meeting of Thursday February 13, 2025, be adopted as circulated.

- b. Regular Meeting March 20, 2025
Resolution No.: 2025-038
Moved by _____ and seconded by _____
BE IT RESOLVED THAT the minutes of the Regular Meeting of Thursday March 20, 2025, be adopted as circulated.

8. Delegations/Presentations

Maria Beauchemin Architect Inc. – Barrier Free Upgrades Hall/Office Design Presentation

Resolution No.: 2025-039

Moved by _____ and seconded by _____

BE IT RESOLVED THAT the design for the barrier free upgrades to the Hall and office be received as presented;
FURTHER THAT Council authorizes

9. Council Direction From the Previous Meeting

- a. Inclusive Community Grants – Accessible Washrooms Project
- b. Survivors Campaign
Resolution No.: 2025-040
Moved by _____ and seconded by _____
BE IT RESOLVED THAT Council for the United Townships of Head, Clara and Maria does hereby support the Survivor's Campaign and authorizes municipal staff to erect the related banner.
- c. Correction of 2024 Council Remuneration Amounts
- d. Organizational Restructuring – Introduction of New Organizational Charts (Resolution included at item 12(c)(i).

10. Legislative Matters

- a. Council Working Session (Council will convene to discuss and develop certain municipal policies/programs)
 - i. Strategic Plan: Mission & Vision Statements & Strategic Alignment
 - ii. Memorandum of Understanding (MOU) between the Municipality and the Library Board
 - iii. Hall Rental Policy
 - iv. Budget Update
 - v. Level of Service Bylaw – Time Study & Schedule A Discussion
 - vi. Procedure Bylaw Review
 - vii.
- b. 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).
Resolution No.: 2025-041
Moved by _____ and seconded by _____
BE IT RESOLVED THAT the Consent Agenda be accepted as circulated.
- c. Bylaws
 - i. Bylaw 2025-09 – Being A Bylaw to Establish Council Remuneration
Resolution No.: 2025-042
Moved by _____ and seconded by _____
BE IT RESOLVED THAT Bylaw 2025-09 being a bylaw to establish Council Remuneration be hereby read and adopted.

- ii. Bylaw 2025-10 – Being A Bylaw to Establish Bank Signing Authority
Resolution No.: 2025-043
Moved by _____ and seconded by _____
BE IT RESOLVED THAT Bylaw 2025-10 being a bylaw to establish bank signing authority be hereby read and adopted.

d. Public Hearings: Planning/Zoning Matters (None)

e. Committee/Local Board Reports

i. **Library Board**

(None)

ii. **Police Services Board**

(None)

iii. **Renfrew County and District Health Unit**

(None)

iv. **Renfrew County**

County Council Summary March 2025

Resolution No.: 2025-044

Moved by _____ and seconded by _____

BE IT RESOLVED THAT the Renfrew County Council March 2025 Summary be received.

v. **Community Emergency Management Control Group**

(None)

11. Administrative Matters

- a. New Business/Reports from Officers/Employees on Various Issues (including reports from departments which require Council approval)
 - i. Time Study – Levels of Service
Resolution No.: 2025-045
Moved by _____ and seconded by _____
BE IT RESOLVED THAT a (6) six month time study commences April 22, 2025, and that all municipal employees are hereby directed to participate;
Further that a summary of activity be prepared as of July 15, and September 30, 2025.
 - ii. Bissett Creek Boat Launch
Resolution No.: 2025-046
Moved by _____ and seconded by _____
BE IT RESOLVED THAT
- b. Financial Update/Statement/Quarterly Variance Report
(None)
- c. Update on Capital Projects
 - i. Mackey Creek Culvert

12. Leadership Issues

- a. Update to Strategic Plan
- b. Five-Year Financial Plan (including Asset Management Plan)

- c. New Policy
 - i. New and Interim Organizational Charts
Resolution No.: 2025-047
Moved by _____ and seconded by _____
BE IT RESOLVED THAT Council for the United Townships of Head, Clara and Maria does hereby adopt the new and interim organizational charts dated March 2025.
- d. Notice of Motion

13. Confirmation of Proceedings

- a. Confirmatory Bylaw 2025-11
Resolution No.: 2025-048
Moved by _____ and seconded by _____
BE IT RESOLVED THAT By-Law 2025-11 being a bylaw to confirm proceedings of Council at their Regular Meeting of April 17, 2025, be read and adopted.

14. Adjournment

Note: Alternate formats and communication supports are available upon request.

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.



CORPORATION OF THE UNITED TOWNSHIPS OF HEAD, CLARA AND MARIA

Mayor's Address – Thursday April 17, 2025

I am sure all of Council has heard the good news that the Bissett Creek Bridge project (part of the Trans Canada Trail network) will be moving ahead with design work this construction season. In discussion at County Council, it was noted that the bridge itself is owned by the County and not MTO as was previously thought.

More good news came from the COR Community Services Department at last week's meeting. The Ministry of Education has allocated spaces in CWELCC – Canada-Wide Early Learning and Child Care (often referred to as \$10 a day childcare) to municipalities based on factors such as geographic equity, economic vulnerabilities and support for flexible parental work schedules. The COR has been allocated funding to create 427 more spaces! This resolution passed unanimously.

On Wednesday April 9, 2025, as our County Council meeting was drawing to a close the Ontario Municipal Affairs and Housing Department announced that the heads of the following COR municipalities would get access to strong Mayor powers effective May 1, 2025:

City of Pembroke

Towns of Arnprior, Deep River, Petawawa and Renfrew

Townships of Killaloe, Hargarty & Richards, Laurentian Valley and Whitewater Region.

Currently, there are 47 heads of Council with strong Mayor powers in Ontario.

The Pembroke Paramedic Base will be moving to a new location on Boundary Rd. The new location will replace the current base of 30 years near the Pembroke Regional Hospital.

The call for Senior of the Year is out this week. Please encourage any and all to nominate their senior of choice! The deadline is Friday April 25th.

Mayor Debbi Grills

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



Minutes of a regular meeting of Council held on February 13, 2025.

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 10:47 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 Richer

HCM Mission: At your service; working effectively to bring together people, partnerships and potential for a strong, connected community.

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4. Approval of Agenda

Resolution No.: 2025-001

Moved by Councillor Richer and seconded by Councillor LeClerc

BE IT RESOLVED THAT the agenda of the Regular Meeting of Wednesday February 13, 2025, be adopted as amended to include a Library Board Report item.

Carried

5. Declarations of Disqualifying Interest (Pecuniary)

None were declared

6. Mayor's Address

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

- a. Regular Meeting December 16, 2024

Resolution No.: 2025-002

Moved by Councillor Kelly-Chamberlain and seconded by Councillor Dowser

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

Carried

8. Closed Session

Move Into Closed Session

Resolution No.: 2025-003

Moved by Councillor Richer and seconded by Councillor Kelly Chamberlain

BE IT RESOLVED Council for the Corporation of the United Townships of Head, Clara and Maria does now move into Closed Session at 10:54 a.m. Pursuant to section 239(2) (b) personal matters about an identifiable individual, (d) labour relations or employee negotiations, and (f) advice that is subject to solicitor-client privilege, including communications for that purpose, to consider:

- i. Closed Meeting Minutes November 21, 2024

- ii. HR Matters

- Update Municipal Administrator Leave of Absence
- Employee Workload/Employment Contracts
- Deputy Treasurer Success Plan

And pursuant to section 239(3.1) Educational and Training Session:

- iii. Training pursuant to section 239(3.1) Educational and Training Session:

- By the Municipal Lawyer:
 - Accounting for Legal Risk in Municipal Service Delivery
 - *Municipal Conflict of Interest Act* re: Missing Link Snowmobile Club
- By E4m
 - Microsoft Teams Applications Including Microsoft Planner

Carried

Return to Open Session

Resolution No.: 2025-004

Moved by Councillor Richer and seconded by Councillor Kelly-Chamberlain

BE IT RESOLVED Council for the Corporation of the United Townships of Head, Clara and Maria does now return to Open Session at 1:45 p.m. and reports that Council considered the Closed Meeting Minutes of November 21, 2024, received an update on the Municipal Administrator's leave of absence and gave direction to realign work duties of certain employees as well as reviewing the Deputy Treasurer Success Plan; Council also received training on risk management in the delivery of municipal services and their changed obligations under the *Municipal Conflict of Interest Act* as related to Missing Link Snowmobile Club.

Carried

9. Delegations/Presentations

Dianne Murphy – Hall Rental Policy

Resolution No.: 2025-005

Moved by Councillor LeClerc and seconded by Councillor Dowser

BE IT RESOLVED THAT the request for the waiver of fees related to the use of the Hall for the Trail Café/fundraising purposes be considered as part of the Level of Service Bylaw and 2025 budget discussions.

Carried

10. Council Direction From the Previous Meeting

- a. Office Closure Policy – Update: This matter is being considered as part of the Level of Service Bylaw discussions.
- b. Donation Policy – to be considered at the March Regular Meeting
- c. Mackey Creek Culvert Replacement Project – Update – Resolution passed at the December Council meeting was sent to the County of Renfrew for their consideration.

Resolution No.: 2025-006

Moved by Councillor Richer and seconded by Councillor Dowser

BE IT RESOLVED THAT Council directs that a letter be sent to the County following up on the request for assistance with the Mackey Creek Culvert Replacement Project.

Carried

- d. Appointment of a Deputy Mayor – To be considered during the Council Working Session

11. Legislative Matters

- a. Council Working Session (Council will convene to discuss and develop certain municipal policies/programs)
 - Memorandum of Understanding (MOU) between the Municipality and the Library Board
 - MOU between the Municipality and various snowmobile clubs.
 - Reserves and Investment Policy
 - Asset Management Policy – Review/Affirm/Amend existing
 - Appointment of a Deputy Mayor
 - Strategic Plan – Next Steps: New Implementation Strategy

- b. 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).

Resolution No.: 2025-007

Moved by Councillor Dowser and seconded by Councillor Richer

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

Carried

- c. Bylaws

- i. Bylaw 2025-01 Being a Bylaw to Appoint a Deputy Clerk

Resolution No.: 2025-008

Moved by Councillor LeClerc and seconded by Councillor Kelly-Chamberlain

BE IT RESOLVED THAT By-Law 2025-001, being a bylaw to appoint a Deputy Clerk be read and adopted.

Carried

- ii. Bylaw 2025-02 Being a Bylaw to Appoint a Deputy Treasurer

Resolution No.: 2025-009

Moved by Councillor Richer and seconded by Councillor Dowser

BE IT RESOLVED THAT By-Law 2025-002, being a bylaw to appoint a Deputy Treasurer be read and adopted.

Carried

iii. Bylaw 2025-03 Being a Bylaw to provide for an Interim Tax Levy for the year 2025

Resolution No.: 2025-010

Moved by Councillor Richer and seconded by Councillor Dowser

BE IT RESOLVED THAT By-Law 2025-003, being a bylaw provide for an Interim Tax Levy for the year 2025 be read and adopted.

Carried

Council recessed the meeting at 1:57 p.m. to resume on March 20, 2025, following the Regular meeting of Council.

The Mayor called the meeting back to order at 5:48 p.m. March 20, 2025.

d. Public Hearings: Planning/Zoning Matters (None)

e. Committee/Local Board Reports

i. Library Board

Board Minutes

(None)

Board Rep Report

Councillor Kelly-Chamberlain provided a report that was included in the March 20, 2025, Regular Council meeting and already considered.

ii. Police Services Board

Resolution No.: 2025-11

Moved by Councillor Dowser and seconded by Councillor Kelly-Chamberlain

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

Carried

iii. Renfrew County and District Health Unit

(None)

iv. Renfrew County

County Council Summary January 2025

Resolution No.: 2025-12

Moved by Councillor Dowser and seconded by Councillor Kelly-Chamberlain

BE IT RESOLVED THAT the Renfrew County Council January 2025 Summary be received.

Carried

v. Community Emergency Management Control Group

(None)

12. Administrative Matters

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

i. Amendment to Council Meeting Schedule 2025: Change Date of August to Saturday August 9th or 16th, 2025.

Resolution No.: 2025-013

Moved by Councillor Kelly-Chamberlain and seconded by Councillor LeClerc

BE IT RESOLVED THAT the Council Meeting scheduled in August be moved to August 9th, 2025 at 10:00 A.M.

Carried

- ii. Special Meeting – to consider the Level of Service Bylaw, the Asset Management Plan Requirements and the Impact to the 2025 Municipal Budget
Resolution No.: 2025-014
Moved by Councillor Dowser and seconded by Councillor LeClerc
BE IT RESOLVED THAT a Special Meeting be held on Wednesday March 5, 2025, to discuss to consider the Level of Service Bylaw, the Asset Management Plan Requirements and the Impact to the 2025 Municipal Budget.

Carried

- g. Financial Update/Statement/Quarterly Variance Report
(None)
h. Update on Capital Projects
(None)

13. Leadership Issues

- i. Update to Strategic Plan
j. Five-Year Financial Plan (including Asset Management Plan)
k. New Policy
l. Notice of Motion

14. Confirmation of Proceedings

Confirmatory Bylaw 2025-04

Resolution No.: 2025-015

Moved by Councillor Kelly-Chamberlain and seconded by Councillor Richer

BE IT RESOLVED THAT By-Law 2025-04 being a bylaw to confirm proceedings of Council at their Regular Meeting of February 13, 2025, be read and adopted.

Carried

15. Adjournment

Resolution No.: 2025-016

Moved by Councillor Dowser and seconded by Councillor Richer

BE IT RESOLVED THAT this meeting adjourn at 5:53 P.M.

Carried

Mayor

Meeting Clerk

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

MINUTES



Minutes of a regular meeting of Council held on March 20, 2025.

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: 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 2:07 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. 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.

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4. Approval of Agenda

Resolution No.: 2025-023

Moved by Councillor Richer and seconded by Councillor Dowser

BE IT RESOLVED THAT the agenda of the Regular Meeting of Thursday March 20, 2025, be adopted as amended to add the Survivors Campaign as item 11(a)(iii).

5. Declarations of Disqualifying Interest (Pecuniary)

None were declared

6. Mayor's Address

Resolution No.: 2025-024

Moved by Councillor Kelly Chamberlain and seconded by Councillor Dowser

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

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

a. Special Meeting March 5, 2025

Resolution No.: 2025-025

Moved by Councillor Kelly-Chamberlain and seconded by Councillor LeClerc

BE IT RESOLVED THAT the minutes of the Special Meeting of Wednesday March 5, 2025, be adopted as circulated.

8. Delegations/Presentations

Parry Pichette – Boat Launch in Bisset Creek

Mr. Pichette attended the Council meeting to request that Council reconsider their decision related to the installation of a boat launch in Bisset Creek. Mr. Pichette questioned the validity of the report that Council considered in May/June 2022 which cited multiple reasons for Council not to consider the installation of a boat launch in Bisset Creek. He questioned the qualification so the Public Works Leader to make decisions on where a boat launch can and cannot be built and if the individual did not have the qualifications then Mr. Pichette suggested that Council needed to hire the people/experts that do.

Mr. Pichette added that his neighbour Al Lang had a road built last summer that is adjacent to the proposed boat launch site and he reported that the road was built in three days.

Mr. Pichette also added that it is not an easy or quick trip by boat to either the Stonecliffe or Deux Rivières launches and that this posed a health and safety risk.

Mr. Pichette's neighbour (Chris) provided information and mapping to Council for their consideration.

9. Council Direction From the Previous Meeting

(None)

10. Legislative Matters

a. Council Working Session (Council will convene to discuss and develop certain municipal policies/programs)

i. Council Remuneration – Reconciliation of 2024 amounts

ii. Memorandum of Understanding (MOU) between the Municipality and the Library Board

iii. Reserves and Investment Policy

iv. Asset Management Policy – Review/Affirm/Amend existing

v. Appointment of a Deputy Mayor

vi. Strategic Plan – Next Steps: New Implementation Strategy

vii. Organizational Structure and Collaborative Governance

b. 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).

Resolution No.: 2025-026

Moved by Councillor Kelly-Chamberlain and seconded by Councillor Dowser

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

- c. Bylaws
- d. Public Hearings: Planning/Zoning Matters (None)

The Mayor called a brief recess from 4:30 to 4:37 P.M.

- e. Committee/Local Board Reports
 - i. Library Board
 - Board Minutes
Resolution No.: 2025-027
Moved by Councillor LeClerc and seconded by Councillor Richer
BE IT RESOLVED THAT the Library Board Minutes for February 4 and March 4, 2025, be received.
 - Board Rep Report
Resolution No.: 2025-028
Moved by Councillor Richer and seconded by Councillor Dowser
BE IT RESOLVED THAT the Library Board Council Representative Report be received.
 - Board Member Appointment
Resolution No.: 2025-029
Moved by Councillor Kelly-Chamberlain and seconded by Councillor LeClerc
BE IT RESOLVED THAT Debbie Froehlich be appointed to the Library Board as requested by the Board Chair Catherine Sutherland.
 - ii. Police Services Board
(None)
 - iii. Renfrew County and District Health Unit
 - Letters to the Board from the Medical Officer of Health January 28 and February 25, 2025
 - Resolution No.: 2025-030
Moved by Councillor Richer and seconded by Councillor Dowser
BE IT RESOLVED THAT the Letters from the Medical Officer of Health to the Renfrew County and District Health Unit Board of Directors be received.
 - iv. Renfrew County
 - County Council Summary February 2025 and Approved 2025 Budget
 - Resolution No.: 2025-031
Moved by Councillor Dowser and seconded by Kelly-Chamberlain
BE IT RESOLVED THAT the Renfrew County Council February 2025 Summary and approved 2025 budget be received.
 - v. Community Emergency Management Control Group
(None)

11. Administrative Matters

- a. New Business/Reports from Officers/Employees on Various Issues (including reports from departments which require Council approval)
 - i. Inclusive Community Grants – Accessible Washrooms Project
 - Resolution No.: 2025-032
Moved by _____ and seconded by _____
BE IT RESOLVED THAT Council for the United Townships of Head, Clara and Maria does hereby direct that the funder of the Inclusive Community Grants program be approached to see if the \$60,000 of approved funding for the proposed accessible washrooms could be used for the

barrier free upgrades of the hall kitchen instead.

ii. Council Remuneration Report for 2024

Resolution No.: 2025-033

Moved by _____ and seconded by _____

BE IT RESOLVED THAT the Council Remuneration report as prepared by Leanne Crozier Deputy Treasurer be received.

iii. Survivors Campaign – Council reviewed the material and directed that the matter be brought forward to the April 17, 2025 Council Meeting.

b. Financial Update/Statement/Quarterly Variance Report

(None)

c. Update on Capital Projects

- i. Streetlights – an update on this project was provided and Council gave direction to find the most cost effective solution for the light proposed for Jennings Road.

12. Leadership Issues

- a. Update to Strategic Plan
- b. Five-Year Financial Plan (including Asset Management Plan)
- c. New Policy
- d. Notice of Motion

13. Confirmation of Proceedings

a. Confirmatory Bylaw 2025-08

Resolution No.: 2025-034

Moved by Councillor LeClerc and seconded by Dowser

BE IT RESOLVED THAT By-Law 2025-08 being a bylaw to confirm proceedings of Council at their Regular Meeting of March 20, 2025, be read and adopted.

14. Adjournment

Mayor Grills adjourned the meeting at 5:48 P.M.

Note: Alternate formats and communication supports are available upon request.

HCM Mission: At your service; working effectively to bring together people, partnerships and potential for a strong, connected community.

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**THE CORPORATION OF THE UNITED TOWNSHIPS OF HEAD, CLARA
AND MARIA**

BYLAW NUMBER 2025-09

**BEING A BY-LAW TO ESTABLISH REMUNERATION FOR COUNCIL, COMMITTEES OF
COUNCIL AND ITS LOCAL BOARDS TO PROVIDE FOR REIMBURSEMENT OF EXPENSES**

Legal Authority

Scope of Powers

Section 8(1) of the *Municipal Act*, 2001, S.O. 2001, c.25, (“*Municipal Act*”) as amended, provides that the powers of a municipality shall be interpreted broadly so as to confer broad authority on municipalities to enable them to govern their affairs as they consider appropriate, and to enhance their ability to respond to municipal issues.

Powers of a Natural Person

Section 9 of the *Municipal Act* provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act.

Powers Exercised by Council

Section 5(1) of the *Municipal Act* provides that the powers of a municipality shall be exercised by its Council

Powers Exercised by By-law

Section 5(3) of the *Municipal Act* provides that a municipal power, including a municipality’s capacity, rights, powers and privileges under section 9, shall be exercised by bylaw unless the municipality is specifically authorized to do otherwise.

Municipal Administration

Section 227 of the *Municipal Act* provides it is the role of the officers and employees of the municipality to implement Council’s decisions and establish administrative practices and procedures to carry out Council’s decisions.

Remuneration and Expenses

Section 283(1) of the *Municipal Act*, 2001, S.O. 2001, c.25, as amended (“*Municipal Act*”) provides that a municipality may pay any part of the remuneration and expenses of the members of Council, any local board and officers and municipal employees of the municipality.

Section 283(2) of the *Municipal Act* provides that despite any Act, a municipality may only pay the expenses of members of its Council or of a local board of the Municipality if the expenses are of those persons in their capacity as members and actually incurred or, if the expenses are, in lieu of the expenses actually incurred, a reasonable estimate in the opinion of the Council of the actual expenses that would be incurred.

Section 284 of the *Municipal Act* provides how the remuneration shall be disclosed each year by an itemized statement on or before March 31.

Term of Council Review

Section 283(7) requires Council to review a by-law passed under subsection 283(5) at a public meeting at least once during the four-year period corresponding to the term of office of its members after a regular election.

Preamble

In 2020 Council for the Corporation of the United Townships of Head, Clara and Maria adopted Bylaw 2020-01 providing for the remuneration of Council and the payment of expenses incurred. Council is obligated under law to review the Bylaw once during the four-year term.

Council reviewed its remuneration practice and has determined that moving to a flat rate, monthly honourarium is a more efficient and cost-effective practice.

Decision

Council of the Corporation of the United Townships of Head, Clara and Maria decides it in the best interest of the Corporation to establish remuneration and expense reimbursement for members of Council.

Direction

NOW THEREFORE the Council of the Corporation of the United Townships of Head, Clara and Maria directs as follows:

1. That Members of Council for the United townships of Head, Clara and Maria shall receive remuneration in accordance with the provisions of Schedule "A", attached to and forming part of this Bylaw.
2. That remuneration shall be reviewed and adjusted annually during budget deliberations.
3. That the Treasurer shall make payments to a member of Council for expenses incurred as provided for in Schedule "B", attached to and forming part of this Bylaw.

4. That the Treasurer shall prepare a report of the remuneration and expenses paid to each member of Council in accordance with the provisions of section 284 (1, 2) of the *Municipal Act* and the report will be posted on the Municipality's website prior to March 31, of any given year.
5. That Schedules "A" and "B" can be amended by resolution.
6. That Bylaw 2022-23 is hereby repealed.
7. This By-law takes effect on the day of its final passing.

Read and adopted by Resolution XXX this 17th Day of April 2025.

Mayor

Clerk

SCHEDULE “A”

TO BYLAW 2025-09

1. FLAT RATE HONOURARIUM - MEMBERS OF COUNCIL

Starting on January 1, 2025, the members of Council shall receive the following flat rate honourarium:

MAYOR	\$10,000.00 PER ANNUM fully taxable
COUNCILLOR	\$7,900.00 PER ANNUM fully taxable

The flat rate honourarium is to include the following:

- Meeting preparation and research;
- Attendance at all Council meetings which would include Regular, Special, Closed or Emergency meetings or educational and training meetings of Council, whether attending in-person or by means of virtual meeting;
- Meetings of Boards and Committees to which a Member of Council is appointed by Council whether attending in-person or by means of virtual meeting and is not compensated directly by the Board/Committee;
- Attendance at meetings held within the municipality with ratepayers, staff, consultants whether at their request or not, etc.;
- Attendance at on-site meetings within the Municipality;
- Attendance at the Municipal Office to sign cheques, by-laws, etc.. and to interact with the staff and public; and
- Attendance at special function, public or ceremonial event related to the municipality.

The flat rate honourarium will be paid monthly and deposited directly into the Member's bank account as set out by the Treasurer.

Council by way of resolution can impose a reduction in remuneration for any Member who Council believes has not attended a sufficient number of meetings.

2. APPROVED TRAINING SEMINARS, WORKSHOPS & CONFERENCES

For approved training seminars, workshops and conferences attended in person by a Council member(s) the municipality will reimburse the Member for accommodation and travel costs following the rules and rates as set out by the Treasury Board of Canada.

The Municipality will not pay for costs associated with alcohol charges or spousal expenses.

Remuneration paid to elected Members of Council of the United Townships of Head, Clara and Maria is deemed as expenses incident to the discharge of their duties as members of the Council during their term of office.

SCHEDULE “B”

TO BYLAW 2025-09

1. Travel Expenses: Members of Council

- a. Actual registration fee, taxi fares and parking fees with receipts;
- b. Meals and gratuities based on current Treasury Board rates.
- c. Actual accommodation cost with receipt;
- d. Actual transportation cost with receipt;
- e. Use of personal vehicle will be reimbursed based on the mileage rate set by Council for the municipality.

2. Approval of Travel Expenses

Travel expense claims by members of Council are subject to review and approval by Council. The Treasurer will not cause expenses to be paid without a resolution of Council.

3. Travel Advance

A travel advance may be requested by providing the Treasurer with the resolution of Council approving attendance at the meeting/training/event along with an estimate of costs upon such form as established by the Treasurer. Travel advances will not exceed seventy-five percent (75%) of the estimate and will be limited to daily per diems, mileage cost and reasonable meal expenditures.

Upon their return the relevant travel expense claim must be submitted no later than two (2) weeks following the completion of the function. The Treasurer will reconcile the advance and compensate the Member for any amounts over and above the advance. Should the advance exceed the actual costs, the Member will be requested to return the excess funds to the Municipality. In the circumstance a member fails to repay any advance or portion thereof, the Treasurer will reduce the Member's honourarium by the outstanding amount.

**THE CORPORATION OF THE UNITED TOWNSHIPS OF HEAD, CLARA
AND MARIA**

BYLAW NUMBER 2025-10

BEING A BY-LAW TO ESTABLISH BANK SIGNING AUTHORITY

Legal Authority

Scope of Powers

Section 8(1) of the *Municipal Act*, 2001, S.O. 2001, c.25, ("*Municipal Act*") as amended, provides that the powers of a municipality shall be interpreted broadly so as to confer broad authority on municipalities to enable them to govern their affairs as they consider appropriate, and to enhance their ability to respond to municipal issues.

Powers of a Natural Person

Section 9 of the *Municipal Act* provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act.

Powers Exercised by Council

Section 5(1) of the *Municipal Act* provides that the powers of a municipality shall be exercised by its Council

Powers Exercised by By-law

Section 5(3) of the *Municipal Act* provides that a municipal power, including a municipality's capacity, rights, powers and privileges under section 9, shall be exercised by bylaw unless the municipality is specifically authorized to do otherwise.

Delegation of Powers and Duties

Section 23.1 of the *Municipal Act* authorizes a municipality to delegate its duties under the *Municipal Act*, subject to certain requirements.

Signatures of Cheques

Section 287 authorizes a municipality to provide that the signatures on a cheque of the municipality be mechanically or electronically reproduced.

Preamble

For the Municipality to conduct business, it is necessary to establish signing authorities related to the Township's bank account(s) to process cheques, and to authorize electronic funds transfers, wire transfers and certain other banking transactions in order

to ensure efficiency when processing payments and managing reserve funds.

Decision

Council of the Corporation of the United Townships of Head, Clara and Maria decides it in the best interest of the Corporation to authorize certain individuals to act on behalf of the Corporation as bank signing authorities.

Direction

NOW THEREFORE the Council of the Corporation of the United Townships of Head, Clara and Maria directs as follows:

1. That signing authority on all bank transactions, documents and cheques is hereby delegated to:
 - a. One Council member listed in Schedule A; and
 - b. One Statutory Officer or Administrative Employee as listed in Schedule B.
2. That Schedules A and B form part of this bylaw.
3. That changes to the Schedules may be made by resolution.
4. That this bylaw repeals any bylaw, resolution or policy that is contrary to these provisions.
5. This by-law takes effect on the day of its final passing.

Read and adopted by **Resolution XXX** this 17th Day of April 2025.

Mayor

Clerk

SCHEDULE A TO BYLAW 2025-10

The following individuals have signing authority for the purposes of this bylaw:

1. Member of Council
 - i. Mayor Debbi Grills
 - ii. Councillor Chris Dowser
 - iii. Councillor Fran Kelly-Chamberlain
 - iv. Councillor Karen LeClerc
 - v. Councillor Rachel Richer

SCHEDULE A TO BYLAW 2025-10

The following individuals have signing authority for the purposes of this bylaw:

1. Statutory Officer or Administrative Employee
 - i. Treasurer
 - ii. Deputy Treasurer
 - iii. Clerk
 - iv. Deputy Clerk
 - v. Municipal Works Lead
 - vi. Corporate Services Coordinator

Council and Committee Monthly Summary

March 2025

Below you will find highlights of the County of Renfrew County Council and Committee meetings held March 12 and March 26, 2025.

Please note that this summary does not constitute the official record of the meetings and approved minutes should be consulted for that purpose.

The full [Council and Committee packages](#) can be found online.

The [March 12, 2025](#) and [March 26, 2025](#) meetings are on YouTube.

Warden's Address

Key highlights

- The Renfrew County Virtual Triage and Assessment Centre (RC VTAC), a local solution launched just days after the COVID-19 pandemic began in March 2020, marked its fifth anniversary on March 27 as it continues to serve residents without access to primary care. A collaboration between family doctors, paramedics, local hospitals, and health organizations, RC VTAC has been instrumental in reducing pressure on Emergency Departments and providing accessible health-care services. In 2024 alone, it received nearly 74,000 calls and diverted approximately 1,000 Emergency Room visits monthly. Through a variety of services, including phone and video appointments, in-home assessments, and referrals, RC VTAC addresses a range of health concerns. The Honourable Sylvia Jones, Deputy Premier and Minister of Health, was in Renfrew on March 27 for a celebration to mark the five-year milestone.
- Nominations are open for the 2025 Ottawa Valley Tourism Awards and it is time to celebrate the best of Ottawa Valley tourism! The Ottawa Valley Tourism Awards recognize industry achievements, inspire future excellence, and honour those making a lasting impact in our region. The OVTA is encouraging member businesses, events and individuals to [self-nominate](#) or nominate a deserving fellow member for one of these six awards: Tourism Champion, Business/Organization of the Year Award, Event of the Year Award, Tourism Marketing Award, Sustainability Champion Award and New Tourism Product Award.
- Registration for the 18th annual [Warden's Golf Tournament](#) is now open. This year's event is being held at the Dragonfly Golf Links at Renfrew on Friday, June 20, with proceeds going towards the Darlene Aikens Memorial Fund of Family and Children's Services of Renfrew County to help send kids to camp and the Renfrew County Housing and Homelessness Fund.
- On March 4, the Warden attended Enterprise Renfrew County's Francophone Networking Breakfast hosted in partnership with Renfrew County Community Futures Development Corporation. He congratulated Luc Fleurant and Bernadette Demong of Ottawa Valley Taekwon-Do on winning the Francophone Entrepreneur of the Year Award.

Delegations

- At the March 26 Development and Property Committee, Business Development Officer David Wybou, made a presentation about the proposed [HYPE \(Helping Your Place Excel\)](#) Regional Incentive Program for Renfrew County. In February, County Council approved \$100,000 in the Economic Development budget for the County of Renfrew initiative designed to drive economic development through financial incentives that support key areas of investment. Aligned with the County's Strategic Plan, Trail Strategy, Active Transportation Plan, Climate Action Plan, Housing/Homelessness Plan, and Economic Development Strategic Plan, it promotes Housing, Tourism, Business Retention & Expansion, and Investment Readiness. This program will provide up to 50% matching grants for eligible projects in local municipalities that have a Community Improvement Plan in place. The total grants cannot exceed \$15,000 annually per property. The program is open to property owners, businesses, and not-for-profit organizations. The program provides funding for projects that enhance: Agriculture & Agri-Tourism, Brownfield Redevelopment, Affordable Housing & Secondary Dwellings, Energy Efficiency & Environmental Enhancements, Accessibility Improvements, Commercial, Institutional & Industrial Development, and Regional Trail Expansion. Following the presentation, the Development and Property Committee recommended that County Council receive and accept the Helping Your Place Excel (HYPE) Program details for consultation. Direction was given to staff to proceed with amending the County of Renfrew Official Plan permitting County Council to provide grants and/or loans to support local Community Improvement Plan initiatives. County staff is also available to those communities without a CIP and that want to discuss a path forward.

Development & Property Committee

Presented by: James Brose, Chair

- County Council approved the Terms of Reference for the Climate Action Ad Hoc Committee. It is proposed that the Climate Action Ad Hoc Committee be established to guide the implementation of the County of Renfrew's Climate Action Plan. The Committee will focus on identifying priorities, facilitating stakeholder engagement, recommending actionable strategies, and ensuring alignment with the County's Climate Action Plan for both the County of Renfrew goals and community goals for reducing greenhouse gas emissions. The goal is to achieve a 20% decrease in emissions from County operations and a 20-25% reduction in community-wide emissions by 2030 with 2021 as the baseline year.

Operations Committee

Presented by: Dan Lynch, Vice Chair

- Public Works and Engineering staff will coordinate with the organizer of the Everest Climb Cancer Fundraiser to explore and assess agreeable traffic management solutions to ensure County Road 512 (Foymount Road) remains open during the Everest Hill Climb fundraiser while promoting safety for road users and event participants. Staff will continue to explore other potential traffic mitigation measures with the organizer.

- County Council approved several contracts/agreements as submitted:
 - For engineering services for the replacement of County Structure B188 (Turcotte Bridge), located on Code Road, approximately 2.2km northeast of Micksburg Road, in the Township of Laurentian Valley, by Tatham Engineering Limited, Collingwood, Ontario in the amount of \$83,575, plus applicable taxes.
 - For pavement marking as submitted by Trillium Pavement Marking (TPM), Carleton Place, Ontario, for one additional year (2025) in the amount of \$707,042.54, plus applicable taxes. This is an extension of the 2003 contract.
 - For Engineering Services for the rehabilitation of County Structure B145 (Combermere Bridge), to include Contract Administration and Construction Inspection, for Jacobs Consultancy Canada Limited, Ottawa, Ontario, in the amount of \$379,123.30, plus applicable taxes.
- County Council passed a resolution to develop an Ad-Hoc Committee to review potential options for a transit system with application for the County of Renfrew. This follows the writing of an [in-depth report](#) by the Director of Public Works and Engineering, which can be found in the council package.
- County Council adopted a by-law approving the alterations to County Roads and Structures for the 2025 construction season. Approval of the alterations to a highway is intended to be the final step in the design process, where Council authorizes the work to proceed, subject to the budget and tender process. The approval is intended to apply only to those Capital Projects, which would result in alterations to the highway that could affect a person's access to and from their land, or that could significantly restrict or alter the use of the highway for a period of time. Only those projects that involve significant alterations are presented for approval. The By-law sets out 16 rehabilitation projects on County Roads, two bridge rehabilitation projects and the rehabilitation/reconstruction of five culverts.
- At the March 26 Operations Committee meeting, Committee approved the following recommendations:
 - The 2025 Work Plans as presented for the Algonquin Trail and the K & P Recreational Trail. On March 19, 2025, the Recreational Trails Advisory Ad Hoc Committee approved the 2025 Work Plans which include funds in the amount of \$203,900 for Algonquin Trail maintenance and \$25,000 for K & P Recreational Trail maintenance. The works will include dust suppression activities, repairs to signs and gates, general structural repairs, grading/surface repairs, fencing, ditching and vegetation management and tree planting.
 - The approved 2025 Budget also includes \$2,500,000 for Algonquin Trail Development, which includes allocations from the Active Transportation Fund for completion of the Algonquin Trail to Bissett Creek. Additionally, the Capital portion of the 2025 budget includes funds for the following Capital Projects on recreational trail infrastructure:
 - Replacement of AT009 (Jeffreys Creek) \$200,000
 - Engineering for AT032 (Highway 17 and Bissett Creek Overpass) \$110,000
 - Engineering for KP001 (Madawaska River 1) \$46,000
 - Legal and Ontario Land Survey Fees for Mississippi Valley Conservation Authority Land Transfer \$30,000
 - Legal Fees for Canadian National Transfer (Laurentian Valley and Whitewater Region) \$10,000

- A Contract for the purchase of three Light Duty Pick-Up Trucks, as submitted by Surgenor Chev Buick GMC Cadillac, Ottawa, Ontario, in the amount of \$163,740, plus applicable taxes.

Corporate Services Committee

Presented by: Jennifer Murphy, Chair

- By-laws were passed in relation to the 2025 Tax Policy:
 - A by-law to set tax ratios for County and lower-tier purposes.
 - A by-law to set tax rate reductions for prescribed property subclasses for County and lower tier purposes for the year 2025.
- County Council adopted a by-law to establish the 2025 Tax Rates for County of Renfrew purposes.

Health Committee

Presented by: Michael Donohue, Chair

- County Council adopted a revised by-law to accept the Service Agreement between the County of Renfrew and the Ontario Provincial Police (OPP) for renewal of the 9-1-1 Primary Public Safety Answering Point (P-PSAP) Service Agreement for an indefinite term rather than a five-year term in the previous agreement.
- County Council adopted a by-law to enter into a collaborative agreement between the County of Renfrew, the University of Western Ontario and Scatr Inc. to participate in a Leading the Way: People with Living and Lived Experience (PWLLE) at the Forefront of Drug-Checking Initiative designed and developed by Western University research team. This project aims to engage the Mesa team and community paramedics in enhancing harm reduction strategies, including the optimal use of drug-checking services. Participation in this project will allow County of Renfrew Paramedics the opportunity to analyze the local drug supply and gather information that is not otherwise available. The Scatr machine will provide paramedics on the spot results, informing the identification of various substances and the estimated quantities of each substance in the sample.
- County Council adopted a revised by-law authorizing the lease of three additional ZOLL ONE program monitor/defibrillator units from ZOLL Medical Canada Inc. With the increased need in the community for paramedic service due to the expansion of the Mesa program and the Virtual Triage and Assessment Centre (VTAC) program, there is a desire to appropriately support our paramedics and patients with three additional ZOLL ONE program monitor/defibrillator units. Adding three units to the existing contract will increase the County's monthly payments by \$2,650.61 and the annual cost by \$31,807.32. This will raise the annual cost from \$344,241.30 to \$376,048.62.

Additional Information

Craig Kelley, Chief Administrative Officer/Deputy Clerk

613-735-7288



THE CORPORATION OF THE UNITED TOWNSHIPS OF HEAD CLARA AND MARIA

BYLAW NUMBER 2025-11

BEING A BYLAW TO CONFIRM THE PROCEEDINGS OF COUNCIL

Legal Authority

Scope of Powers

Section 8(1) of the *Municipal Act*, 2001, S.O. 2001, c.25, ("*Municipal Act*") as amended, provides that the powers of a municipality shall be interpreted broadly so as to confer broad authority on municipalities to enable them to govern their affairs as they consider appropriate, and to enhance their ability to respond to municipal issues.

Powers of a Natural Person

Section 9 of the *Municipal Act* provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act.

Powers Exercised by Council

Section 5 (1) of the *Municipal Act* provides that the powers of a municipality shall be exercised by its Council

Powers Exercised by By-law

Section 5(3) of the *Municipal Act* provides that a municipal power, including a municipality's capacity, rights, powers and privileges under section 9, shall be exercised by bylaw unless the municipality is specifically authorized to do otherwise.

Preamble

Council for the Corporation of the United Townships of Head, Clara and Maria ("Council") acknowledges that many of the decisions it makes during a meeting of Council, regular, special, or otherwise, are done by resolution. Section 5 (3) of the *Municipal Act* requires that Council exercise their powers by Bylaw.

Council further acknowledges that the passing of resolutions are more expedient than adopting Bylaws for each decision.

Decision

Council of the Corporation of the United Townships of Head, Clara and Maria decides it in the best interest of the Corporation to confirm its decisions by way of Confirmatory Bylaw.

Direction

NOW THEREFORE the Council of the Corporation of the United Townships of Head, Clara and Maria directs as follows:

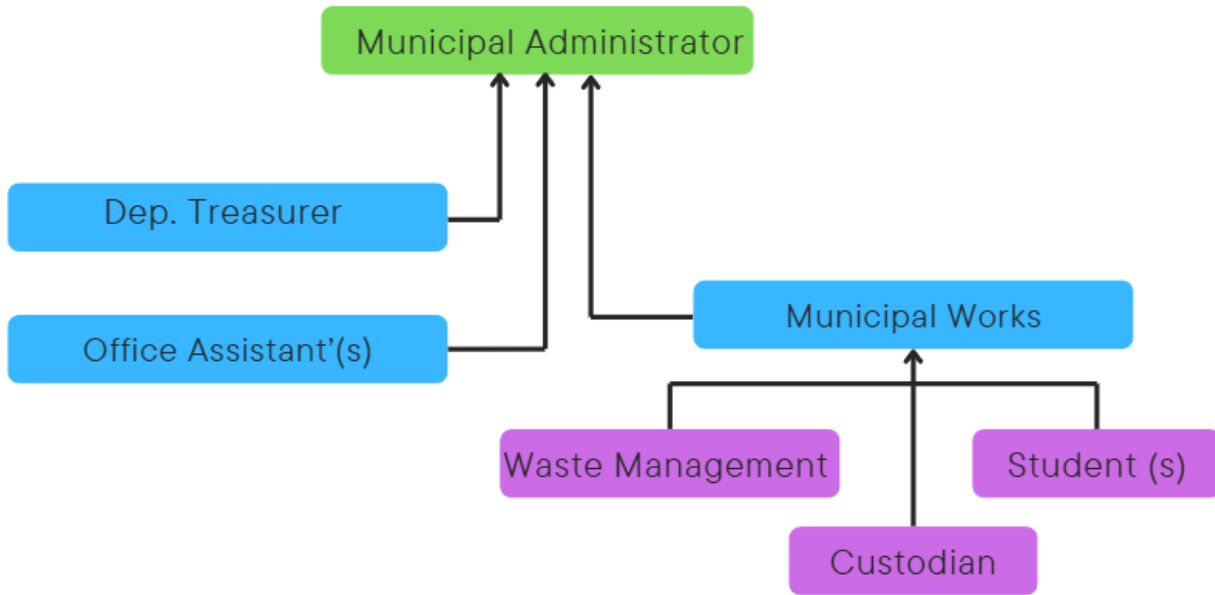
1. The Confirmatory Period of this By-Law shall be for the Regular Council meeting of April 17, 2025.
2. All By-Laws passed by the Council of the Corporation of the United Townships of Head, Clara and Maria during the period mentioned in Section 1 are hereby ratified and confirmed.
3. All resolutions passed by the Council of the Corporation of the United Townships of Head, Clara and Maria during the period mentioned in Section 1 are hereby ratified and confirmed.
4. All other proceedings, decisions, and directives of the Council of the Corporation of the United Townships of Head, Clara and Maria during the period mentioned in Section 1 are hereby ratified and confirmed.
5. This Bylaw takes effect on the day of its final passing.

Read and adopted by Resolution 2025-000 this 17th Day of April 2025.

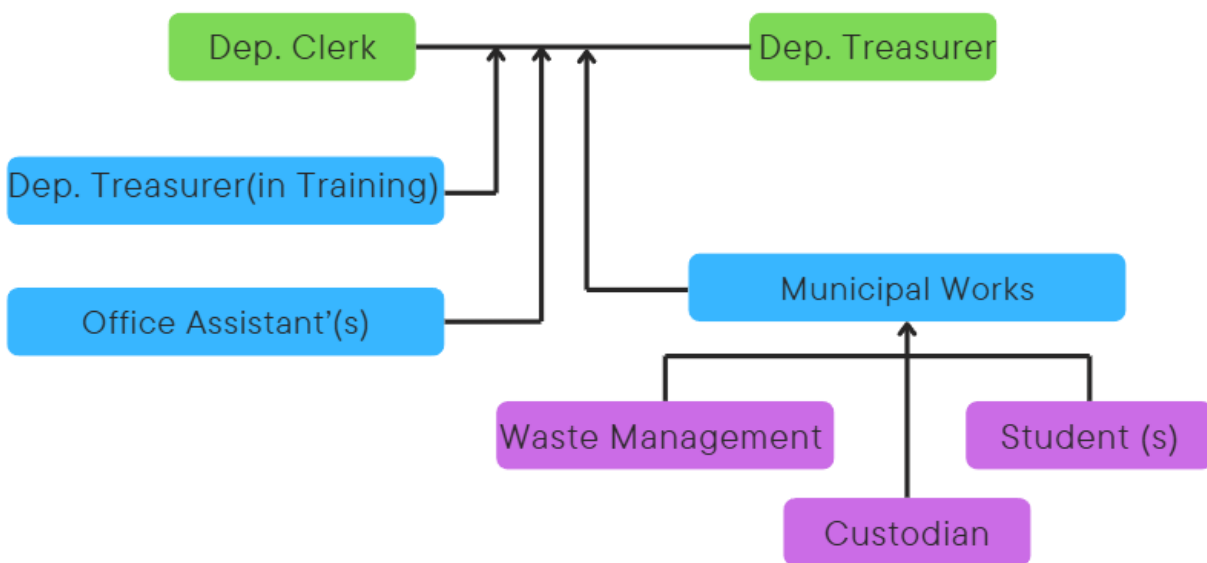
Mayor

Clerk

Organization Chart



Interim Organization Chart





THE CORPORATION OF THE UNITED TOWNSHIPS OF HEAD CLARA AND MARIA

BYLAW NUMBER 2025-11

BEING A BYLAW TO CONFIRM THE PROCEEDINGS OF COUNCIL

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Mayor

Clerk