

# 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.

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.: 2025-001

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.
- 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**

**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 9<sup>th</sup> or 16<sup>th</sup>, 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 9<sup>th</sup>, 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

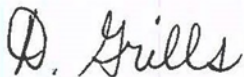
15. Adjournment

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