



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

Minutes of a regular meeting of Council held on April 17, 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: Melanie Theil, Administrative Assistant  
Leanne Crozier, E4m (Electronically)  
Josh Young, E4m (Electronically)

1. Call to Order and Moment of Silence

Mayor Grills called the meeting to order at 10:04 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 of years.*

3. Recital of the Municipal Mission and Vision Statements – Councillor Kelly-Chamberlain

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 Councillor Richer and seconded by Councillor LeClerc

BE IT RESOLVED THAT the agenda of the Regular Meeting of Thursday April 17, 2025, be adopted as amended adding the following items:

11 a. iii	Yelow Ribbon Campaign
11 a. iv	Product Care
11 a. v	Summer Student

Carried

5. Declarations of Disqualifying Interest (Pecuniary) - None

6. Mayor's Address

Resolution No.: 2025-036

Moved by Councillor Dowser and seconded by Councillor Richer

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 February 13, 2025

Resolution No.: 2025-037

Moved by Councillor Kelly-Chamberlain and seconded by Councillor Richer

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

**Carried**

b. Regular Meeting March 20, 2025

Resolution No.: 2025-038

Moved by Councillor Richer and seconded by Councillor LeClerc

BE IT RESOLVED THAT the minutes of the Regular Meeting of Thursday March 20, 2025, be adopted as circulated.

**Carried**

8. Delegations/Presentations

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

Resolution No.: 2025-039

Moved by Councillor Kelly-Chamberlain and seconded by Councillor Dowser

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

FURTHER THAT Council authorizes the work be carried out as proposed and further requests that Maria

Beauchemin includes replacement of the existing flooring in the kitchen, hall and office as well as offer a solution

to improve the water quality throughout the building and consider options to deliver hot water to the

kitchen/washrooms more effectively.

**Carried**

9. Council Direction from the Previous Meeting

a. Inclusive Community Grants – Accessible Washrooms Project – Council was advised that the funder would not allow the funds to be used for a different project. Council will consider composting privies. Matter to be further discussed at next meeting

b. Survivors Campaign

Resolution No.: 2025-040

Moved by Dowser and seconded by Councillor LeClerc

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.

**Carried**

c. Correction of 2024 Council Remuneration Amounts – direction was given to payout the underpaid amounts.

d. Organizational Restructuring – Introduction of New Organizational Charts (Resolution included at item 12(c)(i). – New Organizational Chart with an Interim Operating Chart were shown and explained to Council.

**Recess from 11:30-12:50**

## 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 – Council provided feedback on the current mission and vision statements. Council will review the statements put forward by Councillor Richer for the next meeting. Melanie Theil will review the statements with staff for feedback for the next meeting.
  - ii. Memorandum of Understanding (MOU) between the Municipality and the Library Board – it was explained that it was important to understand the true cost of providing library services to the municipality. And that it was also important for the Library Board to know what services the municipality is providing for them. Council discussed the services and to what extent they have been provided historically. Council directed the Mayor to have an initial discussion about the MOU with the Library Board Chair.
  - iii. Hall Rental Policy – Councillor Richer shared her research on hall rental policies for Council to consider. Council provided feedback and the matter will be discussed again at the next meeting.
  - iv. Budget Update – Leanne Crozier advised Council that she would be presenting a final budget to Council at the next meeting for a final review prior to being adopted at a future meeting.
  - v. Level of Service Bylaw – Time Study & Schedule A Discussion – Peggy Young-Lovelace advised Council of the need to undertake a time study to accurately determine the true cost of providing services. She further advised that the time study will be postponed until a later date. Schedule A of the Level of Service Bylaw was not discussed and it was agreed that a special meeting will be held to review all of the schedules.
  - vi. Procedure Bylaw Review – this was deferred to September 2025.

- 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 Councillor Dowser and seconded by Councillor Kelly-Chamberlain  
BE IT RESOLVED THAT the Consent Agenda be accepted as circulated.

**Carried**

### c. Bylaws

- i. Bylaw 2025-09 – Being A Bylaw to Establish Council Remuneration  
Resolution No.: 2025-042  
Moved by Councillor LeClerc and seconded by Councillor Richer  
BE IT RESOLVED THAT Bylaw 2025-09 being a bylaw to establish Council Remuneration be hereby read and adopted as amended to change monthly to bi-weekly remuneration payments.

**Carried**

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

**Carried**

### 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 Councillor LeClerc and seconded by Councillor Kelly-Chamberlain

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

**Carried**

- 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 – **Consideration of this resolution was deferred upon request of E4m.**

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 Councillor Dowser and seconded by Councillor LeClerc

BE IT RESOLVED THAT Council directs that a letter be drafted to thank Mr. Pichette and Mr. Kotsios for their delegation and advise that Council will further entertain of the proposed boat launch providing that a satisfactory feasibility study be submitted by the interested parties.

**Carried**

- b. Financial Update/Statement/Quarterly Variance Report

(None)

- c. Update on Capital Projects

- i. Mackey Creek Culvert – Council was advised that photographs of the inside of the culvert were taken and that the County has advised that they believe an affordable solution can be proposed.

## 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 Councillor Kelly-Chamberlain and seconded by Councillor Richer

BE IT RESOLVED THAT Council for the United Townships of Head, Clara and Maria does hereby adopts the new and interim organizational charts dated March 2025.

**Carried**

- d. Notice of Motion

13. Confirmation of Proceedings

a. Confirmatory Bylaw 2025-11

Resolution No.: 2025-048

Moved by Councillor LeClerc and seconded by Councillor Dowser

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.

**Carried**

14. Adjournment

Mayor Grills adjourned the meeting at 4:30 P.M.

*Original signed by*  
Mayor Debbi Grills

*Original signed by*  
Meeting Clerk Peggy Young-Lovelace

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