



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

Minutes of a regular meeting of Council held on May 15, 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, Deputy Clerk (E4m)

Staff/Advisors: Melanie Theil, Administrative Assistant (Electronically)

Leanne Crozier, Deputy Treasurer (E4m - Electronically)

Josh Young, E4m (Electronically)

1. Call to Order and Moment of Silence

Mayor Grills called the meeting to order at 10:03 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 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.

4. Approval of Agenda

Resolution No.: 2025-049

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 circulated.

**Carried**

5. Declarations of Disqualifying Interest (Pecuniary) - None

6. Mayor's Address

Resolution No.: 2025-050

Moved by Councillor Dowser and seconded by Councillor Kelly-Chamberlain

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 April 17, 2025

Resolution No.: 2025-051

Moved by Councillor Dowser and seconded by Councillor Richer

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

**Carried**

8. Delegations/Presentations

9. Council Direction from the Previous Meeting

a. Inclusive Community Grants – Accessible Washrooms Project

Council was given a brief update on this project based on information received regarding composting toilets.

b. Hall/Office Barrier Free Upgrades

Council was advised that the architect was working on the project and that construction would start mid June.

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 worked on drafting Mission and Vision Statements along with Value Statements. To be adopted at the next regular meeting June 19, 2025.

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

Council worked on listing all of the services currently provided to the Library to be part of a discussion with the Library Board at a special meeting.

iii. Hall Rental Policy

This was deferred to be further worked on at the regular meeting June 17, 2025.

iv. Budget Update

A brief update was provided to Council regarding the 2025 municipal and 10-year projected budget – this will be presented in full at a special meeting.

**Council recessed from 12:14 to 12:37 P.M.**

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).

(No Items for the Consent Agenda)

c. Bylaws

i. Bylaw 2025-12 – Being A Bylaw to Appoint an Auditor

Resolution No.: 2025-053

Moved by Councillor Dowser and seconded by Councillor Richer

BE IT RESOLVED THAT Bylaw 2025-12 being a bylaw to appoint an auditor be hereby read and adopted.

**Carried**

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

e. Committee/Local Board Reports

i. Library Board

Library Board Resolution No.: 2025-054  
Moved by Councillor LeClerc and seconded by Councillor Dowser  
BE IT RESOLVED THAT the Library Board Council Representative Report be received.

**Carried**

ii. Police Services Board  
(None)

iii. Renfrew and County District Health Unit  
(None)

iv. Renfrew County  
County Council Summary April 2025 Resolution No.: 2025-055  
Moved by Councillor Richer and seconded by Councillor LeClerc  
BE IT RESOLVED THAT the Renfrew County Council April 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)  
(None)
- b. Financial Update/Statement/Quarterly Variance Report (None)
- c. Update on Capital Projects
  - i. Mackey Creek Culvert – no update was available
  - ii. Streetlights – no update was available

#### 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. Closed Session

Resolution No.: 2025-056

Moved by Councillor Dowser and seconded by Councillor LeClerc

BE IT RESOLVED Council for the Corporation of the United Townships of Head, Clara and Maria does now move into Closed Session at 4:39 P.M. Pursuant to section 239(2) (b) personal matters about an identifiable individual, d) labour relations or employe negotiations, and (f) advice that is subject to solicitor-client privilege, including communications for that purpose, to consider:

- i. Closed Meeting Minutes February 13, 2025 - Deferred
- ii. HR Matters related to the Librarian

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

- iii. Training pursuant to section 239(3.1) Educational and Training Session:
  - Microsoft Teams Applications Including Microsoft Planner

**Carried**

#### Return to Open Session

Resolution No.: 2025-057

Moved by Councillor Kelly-Chamberlain and seconded by Councillor Richer

BE IT RESOLVED Council for the Corporation of the United Townships of Head, Clara and BE IT RESOLVED Council for the Corporation of the United Townships of Head, Clara and Maria does now return to Open Session at 4:52

and reports that Council discussed the municipality's employment relationship with the library.

**Carried**

**14. Confirmation of Proceedings**

**a. Confirmatory Bylaw 2025-13**

Resolution No.: 2025-058

Moved by Councillor Le Clerc and seconded by Councillor Kelly-Chamberlain

BE IT RESOLVED THAT By-Law 2025-13 being a bylaw to confirm proceedings of Council at their Regular Meeting of May 15, 2025, be read and adopted.

**Carried**

**15. Adjournment – Mayor Grills adjourned the meeting at 4:55 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.