



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

Minutes of a special meeting of Council held on May 30, 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)  
Guests: Library Board – Chair Cathy Sutherland, and 2 Board Members  
Tim Hutchison, MIS Municipal Insurance Services [joined at 11:00 A.M.]

1. Call to Order and Moment of Silence

Mayor Grills called the meeting to order at 10:05 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 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.: 2025-059

Moved by Councillor Kelly Chamberlain and seconded by Councillor Richer

BE IT RESOLVED THAT the agenda of the Special Meeting of Friday May 30, 2025, be adopted as circulated.

**Carried**

5. Special Business

- a. Meeting with Library Board – Council met with the Library Board Chair and two (2) Board members to discuss

entering into a Memorandum of Understanding that will outline how the municipality will support the Library Board including what financial and non-financial supports the municipality will continue to provide.

The Library Board Chair emphasized the importance of communication between the municipality and the Board.

Council discussed the upcoming Hall renovations and the potential impact to the Library Board.

It was also discussed that the Library Board needed to open their own bank account and that this account had to be separate from the municipality's. Currently, the Library Funds are held in an account in the name of the municipality.

b. Working Meeting

i. Q&A with the Municipal Insurer – Council and the Library Board Members present asked questions of the municipal insurer about:

- Volunteer coverage and age limitations
- Event coverage – through municipal insurance
- Risk when reducing service levels

**Recess from 12:10 to 12:53 P.M.**

ii. Levels of Service Bylaw – Council focused on the Environment schedule for the level of service bylaw including:

- Continued provision of bins to campgrounds
- Continued collection of recycling for non-eligible sources
- Dates of solid waste collection

c. Summer Office Hours

Resolution No.: 2025-060

Moved by Councillor Dowser and seconded by Councillor Richer

BE IT RESOLVED THAT the Municipal Office be open to the public on Fridays only during the months of June, July, and August to accommodate the barrier-free upgrades to the Office and Hall;

AND FURTHER THAT appropriate notice be provided to the public in advance of this temporary change in office hours.

**Carried**

6. Adjournment

Mayor Grills adjourned the meeting at 3:12 P.M.

*Original signed by*  
Mayor Debbi Grills

*Original signed by*  
Meeting Clerk Peggy Young-Lovelace