



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

Minutes of a regular meeting of Council held on June 19, 2025.

The following persons were present:

Mayor Debbi Grills, Councillors: Chris Dowser, Karen LeClerc and Rachel Richer.

Meeting Clerk: Peggy Young-Lovelace, Deputy Clerk (E4m)  
Staff/Advisors: Wendy Cosgrove, Office Assistant (Electronically)  
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 LeClerc

4. Approval of the Agenda

Resolution No.: 2025-061

Moved by Councillor Dowser and seconded by Councillor Richer

BE IT RESOLVED THAT the agenda of the Regular Meeting of Thursday June 19, 2025, be adopted as circulated.

**Carried**

5. Declarations of Disqualifying Interest (Pecuniary)

None were declared

6. Mayor's Address - None

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

- a. Regular Meeting May 15, and Special Meeting May 30, 2025  
Resolution No.: 2025-062  
Moved by Councillor LeClerc and seconded by Councillor Dowser  
BE IT RESOLVED THAT the minutes of the Regular Meeting of May 15, and Special Meeting May 30, 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 advised that the funds could not be redirected at this time and Council directed that:
  - i. The project does not proceed, and the funder be thanked
  - ii. Notice be placed on the existing outdoor toilets that they will be closed to the public the week after Thanksgiving
- b. Hall/Office Barrier Free Upgrades  
Council was updated on the progress and requested that the Architect be contacted regarding the doors to be replaced and what type of locking mechanisms have been planned.

10. Legislative Matters

- a. Council Working Session (Council will convene to discuss and develop certain municipal policies/programs)
  - i. Asset Policy/Asset Management Plan – Council was advised as to the status of the Asset Management Plan and requested that they review the Asset Policy to update at a future meeting
  - ii. Hall Rental Policy – Councillor Richer presented an update outline for the Hall Rental Policy and Council provided feedback
  - iii. Recreation Level of Service – Council discussed all of the recreation services currently provided and discussed that it was planned that electricity be brought to Mackey Park as well as a recreation master plan be developed.
- 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. Resolution/Bylaws
  - i. Resolution to Adopt Budget  
Resolution No.: 2025-063  
Moved by Councillor Dowser and seconded by Councillor Richer  
BE IT RESOLVED THAT the 2025 municipal budget in the amount of \$1,796,346 be adopted.

**Carried**

- ii. Bylaw 2025-14 – Being A Bylaw to strike tax rates for 2025  
Resolution No.: 2025-064  
Moved by Councillor Richer and seconded by Councillor Dowser  
BE IT RESOLVED THAT Bylaw 2025-14 being a bylaw to strike tax rates for 2025 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 Resolution No.: 2025-065  
Moved by Councillor Dowser and seconded by Councillor Le Clerc  
BE IT RESOLVED THAT the Renfrew County and District Health Unit Report to the Board  
Dated May 27, 2025 be received.

Carried

iv. Renfrew County

County Council Summary May 2025 Resolution No.: 2025-066  
Moved by Councillor Richer and seconded by Councillor Dowser  
BE IT RESOLVED THAT the Renfrew County Council May 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 – Update to Mission, Vision & Value Statements  
Resolution No.: 2025-067  
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 hereby adopt the following:

### Vision

To foster a community that is inclusive, progressive in nature, with a commitment to reconciliation.

### Mission

"To serve our community honestly and ethically, while fostering an inclusive and progressive municipality. We will honour reconciliation, our natural environment, while working together to build a sustainable future for all."

### Core Values

#### **Inclusion**

We value diversity and ensure everyone in our community feels respected, represented, and welcome.

#### **Integrity**

We act with honesty, accountability, and transparency in all decisions and actions.

#### **Sustainability**

We protect our natural environment and plan responsibly to meet today's needs without

compromising the future.

### **Collaboration**

We work together—with residents, partners, and other governments—to create a stronger, more resilient community.

**Carried**

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

### **Break at 2:26 P.M.**

#### **13. Closed Session**

Resolution No.: 2025-068

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 2:30 P.M. Pursuant to section 239(2) (b) personal matters about an identifiable individual, d) labour relations or employe negotiations, (f) advice that is subject to solicitor-client privilege, including communications for that purpose, and (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board. to consider:

- i. Confidential Service Proposal (requested to be discussed in closed by third-party)
- ii. HR Matters related to employment contracts with:
  - Municipal Works Foreman/Lead
  - Waste Disposal Site Attendant
  - Administrative Assistant

**Carried**

#### Return to Open Session

Resolution No.: 2025-069

Moved by Councillor LeClerc and seconded by Councillor Richer

BE IT RESOLVED Council for the Corporation of the United Townships of Head, Clara and Maria does now return to Open Session at 5:43 P.M. and reports that Council reviewed a confidential service proposal and gave direction to the Deputy Clerk regarding employment contracts.

**Carried**

#### **14. Confirmation of Proceedings**

- a. Confirmatory Bylaw 2025-15

Resolution No.: 2025-070

Moved by Councillor Dowser and seconded by Councillor Richer

BE IT RESOLVED THAT By-Law 2025-15 being a bylaw to confirm proceedings of Council at their Special Meeting of May 30, and their Regular Meeting of May 15, and 2025, be read and adopted.

**Carried**

15. Adjournment

Mayor Grills adjourned the meeting at 5:46 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.