



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

Minutes of a regular meeting of Council held on September 18, 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: Wendy Cosgrove, Office 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 9:47 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 of years.*

3. Recital of the Municipal Mission and Vision Statements

Councillor Dowser recited the Vision and Mission Statements

**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.

4. Approval of Agenda

Resolution No.: 2025-073

Moved by Councillor Kelly Chamberlain and seconded by Councillor Dowser

BE IT RESOLVED THAT the agenda of the Regular Meeting of Thursday September 18, 2025, be

adopted as circulated.

**Carried**

5. Declarations of Disqualifying Interest (Pecuniary)

None were declared

6. Closed Session

Resolution No.: 2025-074

Moved by Councillor Kelly-Chamberlain 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 9:50 a.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. Municipal Administrator Leave of Absence
- ii. HR Matters related to Resignation Municipal Works Foreman/Lead
- iii. HR Matter related to Deputy Treasurer/Administrative Assistant Learning Plan
- iv. HR Matters related to employment contracts with:
  - Waste Disposal Site Attendant
  - Administrative Assistant
  - Corporate Services Coordinator

**Carried**

Return to Open Session

Resolution No.: 2025-075

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 2:17 p.m. and reports that a number of human resources matters were discussed and direction was given to the municipality's Lawyer and Deputy Clerk.

**Carried**

7. Mayor's Address

Mayor Grills provided an oral address.

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

- a. Regular Meeting June 19, and Special Meeting August 8, 2025

Resolution No.: 2025-076

Moved by Councillor Dowser and seconded by Councillor Richer

BE IT RESOLVED THAT the minutes of the Regular Meeting of June 19, and Special Meeting August 8, 2025, be adopted as circulated.

**Carried**

9. Delegations/Presentations

None

10. Council Direction from the Previous Meeting

- a. Hall/Office Barrier Free Upgrades – Council was updated on the issues that have been experienced by the contractor. Further direction given to determine when access to the washroom for Library staff/volunteers will be available and provide an update.

11. Legislative Matters

- a. Council Working Session (Council will convene to discuss and develop certain municipal policies/programs)
- i. Library MOU – OLS Comments on Draft MOU

Council reviewed the comments made by the OLS and gave directions for the preparation of the MOU and to invite the Library Board to a future meeting to discuss.

ii. Hall Rental Policy – Rental Rate Discussion

Council discussed hall rental rates and directed that the draft policy be brought to the next regular meeting for review.

- Grand Re-Opening

Council discussed options for a grand re-opening of the hall.

iii. AODA Compliance Audit

Council was updated on the feedback received from the recent AODA Compliance audit. The findings were reviewed, and any required follow-up actions will be addressed as follows:

- Training – Council/Staff training will take place on Tuesday October 7, 2025
- New Picnic Tables – Council discussed Mackey Park and the removal of one (1) old picnic table to achieve compliance.
- Update to Multi-Year Accessibility Plan – Council gave direction regarding the update to the MYAP.

iv. General Government/Administration Levels of Service

Council had a preliminary discussion and directed that the office remains open Friday only while the renovation continues.

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

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

e. Committee/Local Board Reports

i. Library Board

Library Board Resolution No.: 2025-077

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 County and District Health Unit Resolution No.: 2025-078

Moved by Councillor Kelly-Chamberlain and seconded by Councillor LeClerc

BE IT RESOLVED THAT the Renfrew County and District Health Unit Report to the Board dated June 24, 2025, be received.

**Carried**

iv. Renfrew County

County Council Summary June and August 2025 Resolution No.: 2025-079

Moved by Councillor Dowser and seconded by Councillor Richer

BE IT RESOLVED THAT the Renfrew County Council Summary for June and August 2025, be received.

**Carried**

v. Community Emergency Management Control Group

(None)

## 12. Administrative Matters

- a. New Business/Reports from Officers/Employees on Various Issues (including reports from departments which require Council approval)

- i. Request from Councillor Richer for Meeting Date Change

Resolution No.: 2025-080

Moved by Councillor Dowser and seconded by Councillor Kelly-Chamberlain

BE IT RESOLVED THAT Council amends its meeting schedule for the months of October and November, and that the Regular Meeting of October 16, 2025, be rescheduled to October 15, 2025, at 10:00 a.m., and the Regular Meeting of November 20, 2025, be rescheduled to November 24, 2025, at 2:00 p.m. to accommodate Councillor Richer's schedule.

**Carried**

- ii. Correspondence from E. Villeneuve Junior RE: Fire Ban and Bylaw 2012-20 Update

Resolution No.: 2025-081

Moved by Councillor Dowser and seconded by Councillor Richer

BE IT RESOLVED THAT Council acknowledges and receives correspondence from Mr. Villeneuve, dated August 27, 2025, regarding concerns related to the application of municipal fire bans and Municipal Bylaw 2012-20;

AND THAT Bylaw 2012-20 be considered during Council's discussions on the Protection to Persons and Property Level of Service.

**Carried**

- b. Financial Update/Statement/Quarterly Variance Report

Resolution No.: 2025-082

Moved by Councillor Dowser and seconded by Councillor Kelly-Chamberlain

BE IT RESOLVED THAT the Un-reconciled Variance Report dated August 31, 2025, be received.

**Carried**

- c. Update on Capital Projects

- i. Report from Municipal Works Lead/Labourer

Resolution No.: 2025-083

Moved by Councillor Dowser and seconded by Councillor Richer

BE IT RESOLVED THAT the Municipal Works Lead/Labourer Report be received.

**Carried**

## 13. Leadership Issues

- a. Update to Strategic Plan

- i. Review of 2023-2027 Strategic Plan

- Discussion of 2026 Priorities

Council agreed that the 2026 priorities will be the municipal website and Mackey Creek culvert.

- b. Five-Year Financial Plan (including Asset Management Plan)

- c. New Policy

- d. Notice of Motion

## 14. Confirmation of Proceedings

- a. Confirmatory Bylaw 2025-17

Resolution No.: 2025-084

Moved by Councillor Kelly-Chamberlain and seconded by Councillor LeClerc

BE IT RESOLVED THAT By-Law 2025-17 being a bylaw to confirm proceedings of Council at their Regular Meeting of September 18, 2025, be read and adopted.

**Carried**

15. Adjournment

Mayor Grills adjourned the meeting at 3:15 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.