



## **THE CORPORATION OF THE UNITED TOWNSHIPS OF HEAD, CLARA & MARIA**

### **Minutes of December 1, 2022**

Minutes of a regular meeting of Council held on December 1, 2022 at 12:00 p.m.

1. **CALL TO ORDER & MOMENT OF SILENT REFLECTION** – 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 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. **ROLL CALL** – The following persons were present: Mayor Debbi Grills, Councillors: Chris Dowser, Fran Kelly-Chamberlain, Karen LeClerc and Rachel Richer  
**Staff:** Crystal Fischer, Municipal Administrator  
**Absent/Regrets:** none  
**Guests:** one member of the public.
4. **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.
5. **DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF** – none
6. **DEPUTATIONS/PRESENTATIONS** –  
Peggy Young-Lovelace, E4m – Council Onboarding Education and Training in Closed Session.
7. **ADOPTION OF MINUTES OF PREVIOUS MEETINGS (INCLUDING COMMITTEES)**  
Resolution No.: 22/12/01/001  
Moved by Councillor Kelly-Chamberlain and Seconded by Councillor Dowser  
**BE IT RESOLVED THAT** the minutes of the special meetings of Council of ~~November 2, 2022~~, November 15, 2022 and November 21, 2022 be accepted as presented.  
Carried Unanimously
8. **CORRESPONDENCE & PETITIONS**  
**Petitions** - none  
**Correspondence**
  - i. County of Renfrew – Federal Electoral Boundary
  - ii. Township of McGarry – Removal of Councillors Under Prescribed Circumstances
  - iii. Ministry of Municipal Affairs and Housing – Land Use Planning Public Consultation
  - iv. Municipality of Grey Highlands – Increased Speeding Fines
  - v. Ministry of Municipal Affairs and Housing – More Homes Built Faster Plan
  - vi. Dorion Township – Ontario Wildlife Damage Compensation Program
  - vii. Honourable Chrystia Freeland - GST New Housing Rebate
  - viii. Municipality of Huron Shores – Streamlining Governing Legislation for Physicians in Ontario  
**Action: Clerk to send letter of support.**
  - ix. Tribunals Ontario – Key Performance Indicators
  - x. Transport Canada – Use of Pleasure Craft as Commercial Passenger Vessels  
**Action: Clerk to provide a link to the article on the municipal website and in the newsletter.**
  - xi. Ministry of Transportation – Resurfacing Highway 17 from Harvey Creek Road to Yates Road  
**Action: Clerk to inquire with Ministry of Transportation about having left turn lane installed at Pine Valley Road, and potentially providing asphalt grindings from resurfacing project to the municipality.**
  - xii. Municipality of East Ferris – Childcare Worker Shortage  
**Action: Clerk to send letter of support.**
  - xiii. Municipality of Brighton –Healthcare Connect System  
**Action: Clerk to send letter of support.**
  - xiv. North Renfrew Family Services – Community Christmas Basket Donation

- xv. Catholic Women's League – Community Christmas Donation
- xvi. Renfrew County Regional Science and Technology Fair – Sponsorship Request
- xvii. Ministry of Municipal Affairs and Housing – Election Congratulations

#### **Late Correspondence**

- xviii. NRFS – Request for Financial Support
- xix. Cheryl Gallant – Canada Summer Jobs Application for Funding

Resolution No.: 22/12/01/1002

Moved by Councillor Dowser and Seconded by Councillor LeClerc

**WHEREAS** Canada Summer Jobs is accepting applications for funding for youth employment subsidy until January 12<sup>th</sup>, 2023;

**THEREFORE BE IT RESOLVED THAT** Council of the United Townships of Head, Clara and Maria does hereby direct staff to submit an application for funding for one position for Public Works and one position for Administration for the 2023 season;

**AND FURTHER THAT** authorization of a fifty percent contribution of funds up to a maximum of \$4,200 be allocated in the 2023 budget.

Carried Unanimously

#### **9. COUNCIL REPORT**

- i. Report 22/12/01/901 – Mayor's Report

Verbal Report – County Council meetings; all meetings are live-streamed on YouTube and can be viewed again afterwards. Inaugural meeting of County Council included a piping ceremony, smudging ceremony and Warden's speech. Mayor Grills is on the Striking Committee; Health Committee; Community Service Committee as Vice Chair; Director of the Renfrew County Housing Committee under the Community Services Committee; and Chair of the Land Division Committee.

#### **10. STAFF REPORT**

- i. Report 22/12/01/1001 – Municipal Administrator's Report

Resolution No.: 22/12/01/002

Moved by Councillor Kelly-Chamberlain and Seconded by Councillor Dowser

**WHEREAS** Staff has requested that Council consider a holiday office closure;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby authorize the municipal office to be closed from December 23<sup>rd</sup> to and including January 6<sup>th</sup>, 2023.

Carried Unanimously

- ii. Report 22/12/01/1002 – Post Election Accessibility Report – for information only.

#### **11. FINANCIAL REPORTS**

- i. Report 22/12/01/1101 – Revenue and Expense Report

Resolution No.: 22/12/01/003

Moved by Councillor LeClerc and Seconded by Councillor Dowser

**WHEREAS** Council received Report 22/12/01/1101 concerning the Revenue and Expense Report ending November 30, 2022 and have had the opportunity to ask clarifying questions of the report;

**BE IT RESOLVED THAT** Council of the United Townships of Head, Clara and Maria does hereby accept the Revenue and Expense Report ending November 30, 2022.

Carried Unanimously

#### **12. UNFINISHED BUSINESS - none**

#### **13. NEW BUSINESS –**

- i. Report 22/12/01/1301 – Deputy Mayor Appointment

Resolution No.: 22/12/01/004

Moved by Councillor Dowser and Seconded by Councillor LeClerc

**WHEREAS** Section 226 of the Municipal Act, 2001 allows that a municipality may, with the consent of the head of council, appoint a member of council to act in the place of the head of council on any body, other than on the council of another municipality, of which the head of council is a member by virtue of being head of council;

**AND WHEREAS** Council understands the value in appointing a Deputy Mayor for such purposes;

**AND WHEREAS** Councillor Richer received the highest number of votes for the position of Councillor in the 2022 Municipal Election;

**THEREFORE BE IT RESOLVED THAT** Bylaw 2022-34 being a Bylaw to Appoint a Deputy Mayor be read a first, second and third time passed.

Carried Unanimously

Resolution No.: 22/12/01/005

Moved by Councillor Richer and Seconded by Councillor Dowser

**WHEREAS** Council has received and provided input on C-03 Appointment of Deputy Mayor Policy;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Township of Head, Clara and Maria does hereby adopt C-03 Appointment of Deputy Mayor Policy as presented;

**AND FURTHER THAT** Bylaw 2022-35 being a Bylaw to Adopt C-03 Appointment of Deputy Mayor Policy be read a first, second and third time passed.

Deferred to January meeting of Council.

ii. Report 22/12/01/1302 – Library Board Appointments

Resolution No.: 22/12/01/006

Moved by Councillor Richer and Seconded by Councillor Kelly-Chamberlain

**WHEREAS** under the Public Libraries Act, 1990, section 9(1) "a public library board shall be composed of at least five members appointed by the municipal council"

**AND WHEREAS** Section 10(3) provides that "a board member shall hold office for a term concurrent with the term of the appointing council, or until a successor is appointed, and may be reappointed for one or more further terms";

**AND WHEREAS** the following persons have indicated their interest in serving on this board;

**THEREFORE BE IT RESOLVED THAT** the following people are appointed members of the HCM Public Library Board: Councillor Fran Kelly-Chamberlain, Marlene Gibson, Nancy Voros, Gay Baribeau and Catherine Sutherland.

Carried Unanimously

iii. Report 22/12/01/1303 – Advisory Group Appointments

Resolution No.: 22/12/01/014

Moved by Councillor Dowser and Seconded by Councillor LeClerc

**WHEREAS** the Recreation Committee Terms of Reference provide for annual appointments to the Recreation Advisory Group;

**AND WHEREAS** the following persons have indicated their interest in serving on the group;

**AND WHEREAS** Council sees the value in continuing this group in providing activities for members of the community;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby appoint to the Recreation Advisory Group for the year 2023: Glenn Stewart, Bonnie Stewart and Deborah Froehlich with Councillor Dowser appointed as Chair of the Group.

Carried Unanimously

Resolution No.: 22/12/01/015

Moved by Councillor Richer and Seconded by Councillor Dowser

**WHEREAS** the Public Works Advisory Group has seen a decline in membership and has not been meeting quorum requirements;

**AND WHEREAS** all of the major projects that the Group was overseeing have been completed;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby suspend the Public Works Advisory Committee at this time.

Carried Unanimously

iv. Report 22/12/01/1304 – Secondary Dwellings

Resolution No.: 22/12/01/008

Moved by Councillor Kelly-Chamberlain and Seconded by Councillor Dowser

**WHEREAS** Council passed Resolution No. 22/06/21/1004 directing staff to enter into an agreement with the County of Renfrew to complete an update of the Zoning Bylaw, which will include secondary dwellings as a permitted use;

**AND WHEREAS** on June 21<sup>st</sup>, 2022 Council passed Resolution No.: 22/06/21/1004 authorizing the use of a Conditional Permit to allow construction of a secondary dwelling on a private property located within the municipality;

**THEREFORE BE IT RESOLVED THAT** Council does hereby authorize the use of a Conditional Building Permit to allow a secondary dwelling installed on a private property with the condition that the building conforms with the County of Renfrew Official Plan's regulations on Secondary Dwellings.

Carried Unanimously

v. Report 22/12/01/1303 – 2023 Council Meeting Schedule

Resolution No.: 22/12/01/007

Moved by Councillor Dowser and Seconded by Councillor Kelly-Chamberlain

**WHEREAS** Section 4.1 of the Procedure Bylaw determines the annual Council meeting schedule; **THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby agree to set its 2023 meeting schedule as follows:

- Thursday January 19- ~~4:00 p.m.~~ 2:00 p.m.
- Thursday February 16- ~~23- 4:00 p.m.~~ 2:00 p.m.
- Thursday March 16- ~~4:00 p.m.~~ 2:00 p.m.
- Thursday April 20- ~~4:00 p.m.~~ 2:00 p.m.
- Thursday May 18- ~~4:00 p.m.~~ 2:00 p.m.
- Thursday June 15- ~~4:00 p.m.~~ 2:00 p.m.
- Saturday August 19- 1:00 p.m.
- Thursday September 21- 1:00 p.m. 2:00 p.m.
- Thursday October 19- ~~4:00 p.m.~~ 2:00 p.m.
- Thursday November 16- ~~4:00 p.m.~~ 2:00 p.m.
- Thursday December 21- ~~4:00 p.m.~~ 2:00 p.m.

Carried Unanimously

vi. Report 22/12/01/1305 – Signing Authority

Resolution No.: 22/12/01/009

Moved by Councillor Richer and Seconded by Councillor Kelly-Chamberlain

**WHEREAS** the purpose of this resolution is to provide the municipality with flexibility in the signing of various documents to improve the efficiency of business operations and yet maintain effective internal controls and approval processes.

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria enacts as follows:

**THAT** for purposes of completing budgeted, emergency or specifically approved financial transactions for the United Townships of Head, Clara & Maria as well as to complete routine contracts, applications and agreements; **THAT** signing is hereby authorized effective immediately and for the calendar years 2023 -2026 or until changed by a resolution of Council;

**THAT** Mayor Grills is appointed as having signing authority for Council with Deputy Mayor Richer as alternate;

**THAT** the Clerk, Crystal Fischer, is appointed as having signing authority for administration with the Administrative Assistant, Stephany Rauche as alternate;

**THAT** all cheques, pre-authorized payments or other forms of payment excepting municipal credit cards are to be signed by one representative of Council and one representative of administration;

**THAT** this authority becomes effective on the date of passing.

Carried Unanimously

Resolution No.: 22/12/01/010

Moved by Councillor Richer and Seconded by Councillor Kelly-Chamberlain

**WHEREAS** Scotiabank Business Services has been contracted for municipal VISA credit cards which require renewed Council authorization on a yearly basis;

**THEREFORE BE IT RESOLVED THAT** Bylaw 2022-36 being a Borrowing Bylaw be read a first, second and third time passed.

Carried Unanimously

vii. Report 22/12/01/1306 – Emergency Management Program, Plan and Committee

Resolution No.: 22/12/01/011

Moved by Councillor Richer and Seconded by Councillor LeClerc

**WHEREAS** Council received Report 22/12/01/1306 regarding the municipality's Emergency Management annual compliance, training and program requirements;

**THEREFORE BE IT RESOLVED THAT** Bylaw 2022-37 being a bylaw to authorize the Emergency Management Program, Program Committee and Emergency Response Plan be read a first, second and third time passed.

Carried Unanimously

Note: Councillor Richer would like to have a Communications Plan considered for the Program.

viii. Report 22/12/01/1307 – Council Donations

Resolution No.: 22/12/01/013

Moved by Councillor Dowser and Seconded by Councillor LeClerc

**WHEREAS** Council has received requests for donations from various local organizations in order to support the programs they offer in our local communities;

**AND WHEREAS** Council has budgeted \$2500 for donations in 2022;

**THEREFORE BE IT RESOLVED THAT** Council directs staff to issue the following donations:

North Renfrew Family Services ~~for the Christmas Basket Program~~ -\$1350

Deep River Food Bank -\$250

Children's Poverty Action Network for the Festival of Trees Program -\$250

Bernadette McCann House -\$250

Catholic Women's League - \$250

Carried Unanimously

Council took recess at 1:47 p.m. and returned at 2:02 p.m.

**14. NOTICE OF MOTION**

Resolution No.: 22/12/01/1001

Moved by Councillor Richer and Seconded by Councillor LeClerc

**WHEREAS** Councillor Dowser has requested additional information regarding 2022 municipal election voter turnout;

**THEREFORE BE IT RESOLVED THAT** Council of the United Townships of Head, Clara and Maria does hereby direct staff to determine the number of proxy votes and number of votes for permanent versus non-permanent residents to be presented at a further meeting of Council.

Carried Unanimously

**15. POLICY/BY-LAW REVIEW**

i. Report 22/12/01/1501 –Council Remuneration

Resolution No.: 22/12/01/016

Moved by Councillor Dowser and Seconded by Councillor LeClerc

**BE IT RESOLVED THAT** Bylaw 2022-23 being a bylaw to provide for the payment of remuneration to members of council while carrying out their duties be read a first, second and third time passed.

Carried Unanimously

**16. BY-LAWS** -none

**17. CLOSED SESSION**

Resolution No.: 22/12/01/2001

Moved by Councillor Richer and Seconded by Councillor Kelly-Chamberlain

**BE IT RESOLVED THAT** Council of the United Townships of Head, Clara and Maria does hereby amend the agenda to include closed session Education and Training after agenda item 18.

Carried Unanimously

**18. QUESTIONS AND ANSWERS**

Councillor LeClerc – can we make sure that emergency response is aware of the boundaries of our township as we have received complaints that we will not receive paramedics in our area?

**Action: Clerk and Mayor to follow up.**

Garbage for secondary dwellings – by-law will have to be updated with our Zoning By-law.

Strategic Planning – will start in the new year. Does it depend on budget? Strategic Plan is a four year document. Projects can be budgeted for in year two and onwards.

Resolution No.: 22/12/01/2002

Moved by Councillor Dowser and Seconded by Councillor Richer

**BE IT RESOLVED THAT** Council of the United Townships of Head, Clara and Maria does hereby go into closed session at 3:21 p.m. under Section 239 of the Municipal Act for education and training purposes and to discuss solicitor-client information.

Carried Unanimously

Resolution No.: 22/12/01/2003

Moved by Councillor Richer and Seconded by Councillor LeClerc

**BE IT RESOLVED THAT** Council does hereby come out of closed session at 6:18 pm and the public portion of the meeting continue.

Carried Unanimously

**19. CONFIRMATION OF PROCEEDINGS**

Resolution No.: 22/12/01/017

Moved by Councillor LeClerc and Seconded by Councillor Dowser

**BE IT RESOLVED THAT** By-law 2022-38 being a by-law to confirm proceedings of the meeting of Council of Thursday, December 1, 2022 be read a first time short and passed.

Carried Unanimously

**20. ADJOURNMENT**

Resolution No.: 22/12/01/018

Moved by Councillor Richer and Seconded by Councillor LeClerc

**BE IT RESOLVED THAT** this meeting adjourn at 6:19 p.m.

Carried Unanimously



*D. Grills*

MAYOR

*C. Richer*

CLERK

