



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

**Minutes of January 18, 2022**

Minutes of a regular meeting of Council held on January 18, 2022 at 1:00 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 (in person), Councillors: Brent Allen, Chris Dowser, Fran Kelly-Chamberlain, and Ernie Villeneuve (virtually).

**Staff:** Crystal Fischer, Clerk/ Treasurer

**Absent/Regrets:**

Resolution No.: 22/01/18/1003

Moved by Councillor Allen 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 17. to include iii. to discuss solicitor-client information.

Carried Unanimously

4. **RECITAL OF THE MUNICIPAL MISSION AND VISION STATEMENTS** – Councillor Allen

**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** - none

7. **ADOPTION OF MINUTES OF PREVIOUS MEETINGS (INCLUDING COMMITTEES)**

Resolution No.: 22/01/18/001

Moved by Councillor Dowser and seconded by Councillor Kelly-Chamberlain

**BE IT RESOLVED THAT** the minutes of December 16, 2021 be accepted as presented.

Carried

Councillor Allen abstained from voting as he was absent at the meeting.

8. **CORRESPONDENCE & PETITIONS**

**Petitions** - none

**Correspondence**

- i. Township of South Frontenac – Joint and Several Liability  
**Action: Clerk to send letter of support.**
- ii. Township of South Frontenac – Standard Time  
**Action: Clerk to send letter of support.**
- iii. Township of Southgate – Annual Emergency Exercise Requirement  
**Action: Clerk to send letter of support.**
- iv. The City of Sarnia – Catch and Release Justice
- v. Ministry of Transportation – Snow Plow Legislative Changes  
**Action: Clerk to provide questionnaire to Council.**

- vi. Town of Bradford West Gwillimbury – Motion Against Quebec’s Bill 21
- vii. Cheryl Gallant – Canada Summer Jobs  
Resolution 22/01/18/002  
Moved by Councillor Dowser and seconded by Councillor Villeneuve  
**WHEREAS** Canada Summer Jobs aims to help young Canadians develop the skills and gain paid work experience to successfully transition into the labour market;  
**AND WHEREAS** The program provides wage subsidies to create quality summer work experiences for young people aged 15 to 30 years;  
**AND WHEREAS** applications for funding under Canada Summer Jobs are accepted until January 25th, 2022;  
**THEREFORE BE IT RESOLVED** that Council of the United Townships of Head, Clara and Maria does hereby direct staff to submit ~~an~~ two applications under Canada Summer Jobs;  
**AND FURTHER** authorizes the required funding contribution of 50 per cent, up to a maximum of ~~\$2300~~ 4600, not including mandatory employment replacement costs.  

Carried Unanimously
- viii. Deep River District Hospital – Long-Term Care Development

**9. MAYOR’S REPORT - none**

**10. STAFF REPORT –**

**i. Report #22/01/18/1001 – Clerk-Treasurer Report**

Resolution No.: 22/01/18/003

Moved by Councillor Allen and seconded by Councillor Kelly-Chamberlain

**BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara and Maria does hereby direct staff to provide basic office training to its current Hall Caretaker, Glenn Stewart, in the case of an emergent or short notice situation in which the municipal office requires staffing.

Carried Unanimously

**ii. Report #22/01/18/1002 – CBO Report**

**11. FINANCIAL REPORTS**

**i. Report 22/01/18/1101 – Revenue and Expense Report**

Resolution No.: 22/01/18/004

Moved by Councillor Dowser and seconded by Councillor Villeneuve

**WHEREAS** Council has received Report 22/01/18/1101 – Revenue and Expense Report ending December 31, 2021;

**THEREFORE BE IT RESOLVED THAT** Council of the United Townships of Head, Clara and Maria does hereby accept the Revenue and Expense Report as presented.

Carried Unanimously

**12. UNFINISHED BUSINESS**

**i. Report 21/12/18/1201 - ICIP RFP Tender Awards**

Resolution No.: 22/01/18/1001

Moved by Councillor Villeneuve and seconded by Councillor Dowser

**WHEREAS** Request for Proposals were advertised for Municipal Building Upgrades and the Replacement of Heating and Water Heating Systems with a closing date of January 6th, 2022;

**AND WHEREAS** only one submission was received for the municipal building upgrades from William Sons at a cost of \$44,500 plus HST.

**AND WHEREAS** Three proposals were received for the replacement of the heating and water heat systems:

Bergeron Mechanical -\$12,500 plus HST

Valley Refrigeration - \$285,000 plus HST

Valley Refrigeration - \$292,000 plus HST

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby award RFP-ICIP202102 - Municipal Building Upgrades to

William Sons at a cost of \$44,500 plus HST and RFP-ICIP202101 Replacement of Heating and Water Heater System to Bergeron Mechanical at a cost of \$12,500 plus HST.

Carried Unanimously

**13. ADDENDUM (NEW BUSINESS)**

**i. Report 21/12/18/1301 - Holiday, Sick, Personal and Vacation Policy**

Resolution No.: 22/01/18/006

Moved by Councillor Villeneuve and seconded by Councillor Kelly-Chamberlain

**WHEREAS** Council has received Report 21/12/18/1301 concerning the current Holiday, Sick, Personal and Vacation Policy;

**THEREFORE BE IT RESOLVED THAT** Council of the United Townships of Head, Clara and Maria does hereby ~~re-instate Sections C. 3. (c) and (f) of the previous Holiday, Sick, Personal and Vacation Policy.~~ Authorize 3.b of previous policy to remain for employees currently receiving 2.5 weeks vacation.

Carried Unanimously

**14. NOTICE OF MOTION – none**

**15. POLICY AND PROCEDURE REVIEW**

• **HR-14 – Court Leave Policy**

Resolution No.: 22/01/18/007

Moved by Councillor Dowser and seconded by Councillor Villeneuve

**WHEREAS** Council has received and provided input on the updated #HR-14 Court Leave Policy;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Township of Head, Clara and Maria does hereby adopt #HR-14 Court Leave Policy as amended (to remove 2) at the Council meeting on January 18<sup>th</sup>, 2022.

Carried Unanimously

• **HR-15 – Termination and Resignation Policy**

Resolution No.: 22/01/18/008

Moved by Councillor Kelly-Chamberlain and seconded by Councillor Dowser

**WHEREAS** Council has received and provided input on the updated #HR-15 Termination and Resignation Policy;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Township of Head, Clara and Maria does hereby adopt #HR-15 Termination and Resignation Policy as amended at the Council meeting on January 18<sup>th</sup>, 2022.

• **Trailer By-Law 2021-47**

\*Councillor Allen excused himself from the vote due to potential pecuniary interest.

Resolution No.: 22/01/18/1101

Moved by Councillor Kelly-Chamberlain and seconded by Councillor Dowser

**BE IT RESOLVED THAT** By-Law 2021-47 be amended to include “on vacant land” under 2.1.

Recorded Vote		
Allen, B	Yea	___
	Nay	___
Dowser, C	Yea	<u>x</u>
	Nay	___
Grills, D	Yea	<u>x</u>
	Nay	___
Kelly-Chamberlain, F	Yea	<u>x</u>
	Nay	___
Villeneuve, E	Yea	___
	Nay	<u>x</u>

Carried

Resolution No.: 22/01/18/009

Moved by Councillor Villeneuve and seconded by Councillor Dowser

**WHEREAS** By-Law # 2021-47 being a by-law for the licensing of trailers located within the Municipality is presented to Council as amended for approval;

**THEREFORE BE IT RESOLVED THAT** By-Law 2021-47 be read a first, second and third time passed this 18th day of January, 2022.

Recorded Vote		
Allen, B	Yea ___	Nay ___
Dowser, C	Yea <u>x</u>	Nay ___
Grills, D	Yea <u>x</u>	Nay ___
Kelly-Chamberlain, F	Yea <u>x</u>	Nay ___
Villeneuve, E	Yea ___	Nay <u>x</u>

Carried

## 16. BY-LAWS

### 17. CLOSED SESSION

Resolution No.: 22/01/18/010

Moved by Councillor Dowser and seconded by Councillor Allen

**WHEREAS** the Municipal Act allows for closed meetings under section 239(2)(b);

**THEREFORE BE IT RESOLVED THAT** this meeting go into an in camera session at 3:43 p.m. to discuss personal information about identifiable individuals, solicitor-client information and adopt minutes of previous meetings.

Carried Unanimously

Resolution No.: 22/01/18/011

Moved by Councillor Allen and seconded by Dowser

**WHEREAS** Council went into closed session to discuss personal information about identifiable individuals and adopt minutes of previous meetings;

**THEREFORE BE IT RESOLVED THAT** this meeting come out of closed session at 4:15 p.m. and the public portion of the meeting continue.

Carried Unanimously

Resolution No.: 22/01/18/012

Moved by Councillor Dowser and seconded by Councillor Villeneuve

**WHEREAS** Council went into closed session under section 239(2)(b) of the Municipal Act;

**THEREFORE BE IT RESOLVED THAT** Council of the United Townships of Head, Clara and Maria does hereby adopt the minutes of the closed session of Council of November 18<sup>th</sup>, 2021 and December 16<sup>th</sup>, 2021.

Carried

\*Councillor Allen was not present for the December meeting of Council.

Resolution No.: 22/01/18/013

Moved by Councillor Kelly-Chamberlain and seconded by Councillor Dowser

**WHEREAS** final employee evaluations were completed in January 2022 with four employees meeting or exceeding expectations resulting in a position for four one step increases and one retroactive step increase as recommended by the Clerk-Treasurer;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby agree that based on completed assessments and to become effective January 1<sup>st</sup> 2022 all staff warranting step increases receive them.

Carried Unanimously

Resolution No.: 22/01/18/1004

Moved by Councillor Dowser and seconded by Councillor Villeneuve

**BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara and Maria does hereby direct staff to close the Bissett Creek Waste Disposal Site at 2:45 p.m. on Saturdays until April 1<sup>st</sup>, 2011.

Carried Unanimously

Resolution No.: 22/01/18/1002

Moved by Councillor Villeneuve and seconded by Councillor Kelly-Chamberlain

**WHERAS** RFT-ICIP2021 was created for the Rehabilitation of the Community Center and Adjoining Library Facility under the ICIP Community, Culture and Recreation Stream;

**AND WHEREAS** the tender closed December 6th, 2021 with only one submission received in the amount of \$47,700 plus HST, which is over budget of the grant funding received;  
**THEREFORE BE IT RESOLVED THAT** The Council of the United Townships of Head, Clara and Maria does hereby direct staff to negotiate the contract with William Sons.

Carried Unanimously

**18. QUESTIONS AND ANSWERS** – none

**19. CONFIRMATION OF PROCEEDINGS**

Resolution No.: 22/01/18/014

Moved by Councillor Allen and seconded by Councillor Kelly-Chamberlain

**BE IT RESOLVED THAT BE IT RESOLVED THAT** By-Law 2022-01 being a by-law to confirm proceedings of the Council of the United Townships of Head, Clara and Maria at its meeting held on Tuesday, January 18, 2022 be read a first time short and passed.

Carried Unanimously

**20. ADJOURNMENT**

Resolution No.: 22/01/18/015

Moved by Councillor Dowser seconded by Councillor Villeneuve

**BE IT RESOLVED THAT** this meeting adjourn at 4:21 p.m. to meet again on Tuesday, February 15<sup>th</sup>, 2022 at 1:00 p.m.

Carried Unanimously

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**MAYOR**

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**CLERK**