



Head, Clara, & Maria
March 24, 2026 - Regular Meeting of Council - 10:00 AM

1 Call To Order

Mayor Grills called the meeting to order at ___:___ A/P.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

4 Approval of Agenda

THAT the agenda of the Regular Meeting of March 24, 2026, be adopted as circulated.

5 Declarations of Disqualifying Interest (Pecuniary)

6 Mayor's Address

THAT the Mayor's address be received as presented.

 Address March 24, 2026

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

THAT the minutes of the meetings on February 5 and 19, 2026, be adopted as circulated.

7.1 Minutes February 5, 2026

 Minutes February 5, 2026

7.2 Minutes Regular Meeting February 19, 2026

 February 19, 2026

8 Delegations/Presentations

9 Council Direction From the Previous Meeting

- 9.1 Open Air Burning Bylaw
- 9.2 Procedure Bylaw Update
- 9.3 Electronic Voting

- 10 Committee of the Whole Working Session (To work on Policy/Plans etc.)**
- 10.1 Working Group Policy Schedule 2026
- 10.2 Administration Level of Service
- 10.3 Transportation Levels of Service
- 10.4 Volunteer Policy
 - 📎 Volunteer Policy Addition - Social Groups
 - 📎 Volunteer Policy - Working Draft
- 10.5 Hall Rental Policy
- 10.5.1 Agreement with Certain Groups re: Use of the Hall
 - 📎 Missing Link Draft MOU - Working Document

- 11 Legislative Matters**
- 11.1 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).
- 11.2 Bylaws
- 11.2.1 Electronic Corporate Seal

THAT By-Law 2026-04 being a bylaw to authorize the use of an electronic corporate seal, be read and adopted.

 - 📎 Bylaw 2026-04
- 11.3 Public Hearings: Planning/Zoning Matters
- 11.4 Committee/Local Board Reports
- 11.4.1 Library Board

THAT the Library Board Report be received.

 - 📎 Library Board Report March 2026
- 11.4.2 Police Services Board

THAT the Police Services Board Report be received.

 - 📎 Police Services Board Report

- 12 Administrative Matters**
- 12.1 New Business/Reports from Officers/Employees on Various Issues (including reports from departments which require Council approval)
- 12.1.1 Integrity Commissioner Report

THAT the Integrity Commissioner Report regarding Code of Conduct allegations against Councillor Dowser be received.

 - 📎 IC Report: Allegations of Code of Conduct Breach - Councillor Dowser March 16, 2026
- 12.1.2 Council Remuneration Report for 2025
 - 📎 Report from the Treasurer re: Council Remuneration 2025
- 12.2 Financial Update/Statement/Quarterly Variance Report
- 12.3 Update on Capital Projects

13 Leadership Issues

- 13.1 Update to Strategic Plan
- 13.2 Five-Year Financial Plan (including Asset Management Plan)
- 13.3 New Policy
- 13.4 Notice of Motion

14 Closed Session

- 14.1 Move Into Closed Session

BE IT RESOLVED Council for the Corporation of the United Townships of Head, Clara and Maria does now move into Closed Session at _____ Pursuant to section 239(2) (b) personal matters about an identifiable individual, d) labour relations or employee 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:


- 1. Hall Renovation - Legal Advice
- 2. Negotiate Service Contracts - CBO, Road Maintenance, E4m
- 3. Library MOU Negotiations
- 4. Municipal Administrator Leave of Absence/Return to Work
- 5. Confidential HR Matter Regarding Municipal Employees - Work Realignment/Performance Expectations

- 14.2 Return to Open Session

BE IT RESOLVED Council for the Corporation of the United Townships of Head, Clara and Maria does now return to Open Session at __:__ a/p.m. and reports that _____ were discussed and _____.

15 Confirmation of Proceedings

THAT Bylaw 2026-05 being a bylaw to confirm proceedings of Council at their Regular Meeting March 24, 2026 , be read and adopted.

 Bylaw 2026-05

16 Adjournment



CORPORATION OF THE UNITED TOWNSHIPS OF HEAD, CLARA AND MARIA

Mayor's Address – Tuesday March 24, 2026

I am happy to report that our Hall has been a hive of activity in the months of February and March. We have welcomed 11 successful Wellness workshops delivered by Priscilla and Marcello (<http://www.IntentionsWellness.com>).

Guided Breathing, Supportive Posture, Caregiver Support and Supportive Communication Series have been funded in part by the Government of Canada's New Horizons for Seniors Program.

In February, mind body activity classes guided sessions offered practices and techniques to reduce stress and support overall well-being.

During March, Caregiver Support and Supportive Communication Workshops continue to the end of the month. There is still time to join the workshop series. If you wish to join, leave a phone message at the office. Mel will be sure to return your call or drop into the hall at 1:30 on March 18 or March 25.

For those who like the CWL Bingo ... it's back on Sunday March 29th at 2:00 pm! It's time to get our trusty Bingo machine out of the closet. The profits this month will go to the local Food Bank.

It is my hope that the Hall Kitchen will be available for more activities when the snow is gone. We are all anxious for that to happen as soon as possible.

Mayor Debbi Grills



Head, Clara, & Maria Meeting Minutes

Regular Meeting of Council February 5, 2026 - 10:00 AM

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, Corporate Services Coordinator (Electronically)

Leanne Crozier, Deputy Treasurer (E4m - Electronically)

Josh Young, E4m (Electronically)

1 Call To Order

Mayor Grills called the meeting to order at 10:08 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 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: 2026-001

Moved By: Rachel Richer

Seconded By: Karen LeClerc

THAT the agenda of the Regular Meeting of February 5, 2026, be adopted as amended to add item 12.1.4 regarding meeting dates.

CARRIED

5 Declarations of Disqualifying Interest (Pecuniary)

Councillor Dowser declared a pecuniary interest in items 12.1.2.1 and 12.1.2.2.

6 Mayor's Address

Mayor Grills provided an oral address.

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

Resolution No: 2026-002

Moved By: Fran Kelly-Chamberlain

Seconded By: Chris Dowser

THAT the minutes of the Regular Meeting December 11 and the Special Meeting December 15, 2025, be adopted as circulated.

CARRIED

8 Delegations/Presentations

9 Council Direction From the Previous Meeting

10 Committee of the Whole Working Session (To work on Policy/Plans etc.)

10.1 Open Air Burning Bylaw

Council discussed the current open air burning bylaw and

10.2 Strategic Direction 2026

Council discussed 2026 budget priorities: website update, hall renovation, Mackey Creek Culvert.

10.3 Recreation Plan/Master Plan

The concept of developing a recreation master plan was introduced and Council considered potential action items

10.4 Protection Services Levels of Service

Council discussed the preferred levels of service for protection to persons and property.

10.4.1 Bylaw Enforcement

10.4.2 Emergency Management

10.4.3 Building/Chief Building Official

10.5 Working Group Policy Schedule 2026

The Interim Clerk requested that Council consider what policy topics they want to work on over the next few months so that notice could be provided to the community. Councillors will email their top priorities to the Interim Clerk.

11 Legislative Matters

11.1 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).

Resolution No: 2026-003

Moved By: Chris Dowser

Seconded By: Karen LeClerc

THAT the Consent Agenda items for the February 5, 2026, meeting be hereby received.

CARRIED

11.2 Bylaws

11.2.1 Interim Taxation

Resolution No: 2026-004

Moved By: Rachel Richer

Seconded By: Fran Kelly-Chamberlain

THAT By-Law 2026-01 being a bylaw to levy interim tax for 2026, be read and adopted.

CARRIED

11.3 Public Hearings: Planning/Zoning Matters

11.4 Committee/Local Board Reports

11.4.1 Councillor Richer Update

Resolution No: 2026-005

Moved By: Chris Dowser

Seconded By: Fran Kelly-Chamberlain

THAT Councillor Richer's Update be received as presented.

CARRIED

11.4.1.1 Hall Renovation Project Update - Councillor Dowser

Resolution No: 2026-006

Moved By: Rachel Richer

Seconded By: Karen LeClerc

THAT the Hall Renovation Project Update Report be received.

CARRIED

11.4.2 Library Board Update - Councillor Kelly-Chamberlain

Resolution No: 2026-007

Moved By: Rachel Richer

Seconded By: Karen LeClerc

THAT the Library Board Report be received.

CARRIED

12 Administrative Matters

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

12.1.1 Pothole Program Transfer Payment Agreement

Resolution No: 2026-008

Moved By: Chris Dowser

Seconded By: Rachel Richer

THAT Council authorizes the Mayor and the Treasurer to enter into the transfer payment agreement for the Pothole Program and directs the clerk to prepare a bylaw for the February 19, 2026, Council Meeting.

CARRIED

12.1.2 Missing Link Snowmobile Club

Councillor Dowser left the meeting.

12.1.2.1 Correspondence Regarding Use of Hall for Event

Resolution No: 2026-009

Moved By: Fran Kelly-Chamberlain

Seconded By: Rachel Richer

THAT Missing Link is authorized to use the Hall and public washrooms only for their event February 21, 2026.

12.1.2.2 Correspondence Regarding Entering into an MOU

Resolution No: 2026-010

Moved By: Fran Kelly-Chamberlain

Seconded By: Karen LeClerc

THAT the correspondence from Missing Link regarding entering into an MOU with the Township be received.

CARRIED

Councillor Dowser returned to the meeting.

12.1.3 Councillor Richer Motion for Reconsideration

Resolution No: 2026-011

Moved By: Chris Dowser

Seconded By: Fran Kelly-Chamberlain

WHEREAS Section 225 and Section 226.1 of the Municipal Act, 2001 set out the roles and responsibilities of the head of council and members of council; and WHEREAS the Act does not require municipalities to appoint or designate a Deputy Mayor, and such positions are optional at the discretion of council; and WHEREAS the Council of the HCM has reviewed its governance structure as part of an ongoing effort to improve clarity, efficiency, and accountability within municipal operations; and WHEREAS the Deputy Mayor position has been identified as a role whose functions can be effectively fulfilled through internal procedures, council rotation, or by the Head of Council at their discretion; and WHEREAS Council deems it appropriate to streamline the governance structure and eliminate duplication of responsibilities while ensuring continuity of leadership; THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria hereby abolishes the position of Deputy Mayor, effective October 15th 2025; and THAT all references to the Deputy Mayor position be removed from relevant municipal by-laws, policies, organizational charts, and governance documents; and THAT the Clerk be directed to prepare any required amendments to the Procedural By-law and other governing documents to reflect this change; and THAT in the absence of the Head of Council, the procedure for presiding over meetings shall be determined in accordance with Section 242 of the Municipal Act, 2001 or through an established rotation system as adopted by Council; and THAT staff be directed to communicate this structural change to the public and update all municipal publications accordingly.

DEFEATED

12.2 Financial Update/Statement/Quarterly Variance Report

12.3 Update on Capital Projects

13 Leadership Issues

13.1 Update to Strategic Plan

13.2 Five-Year Financial Plan (including Asset Management Plan)

13.3 New Policy

13.4 Notice of Motion

Mayor Grills called a recess from 12:58 until 1:12 p.m.

14 Closed Session

14.1 Move Into Closed Session

Resolution No: 2026-012

Moved By: Chris Dowser

Seconded By: Rachel Richer

THAT Council for the Corporation of the United Townships of Head, Clara and Maria does now move into Closed Session at 1:14 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:

1. Municipal Administrator Leave of Absence/Return to Work
2. Confidential HR matter regarding municipal employees
3. Request to purchase municipal property

CARRIED

14.2 Return to Open Session

Resolution No: 2026-013

Moved By: Fran Kelly-Chamberlain

Seconded By: Rachel Richer

THAT Council for the Corporation of the United Townships of Head, Clara and Maria does now return to Open Session at 3:20 p.m. and reports that the Municipal Administrator's leave/return to work, a confidential matter regarding municipal employees, and a request to purchase a municipally owned property were discussed and Council gave direction to the Interim Clerk regarding the Municipal Administrators leave/return to work;
AND THAT Council declines the request to purchase a municipally owned property.

CARRIED

15 Confirmation of Proceedings

Resolution No: 2026-014

Moved By: Karen LeClerc

Seconded By: Chris Dowser

THAT Bylaw 2026-02 being a bylaw to confirm proceedings of Council at their Regular Meeting February 5, 2026, be read and adopted.

CARRIED

16 Adjournment

Mayor Grills adjourned the meeting at 3:21p.m.



Head, Clara, & Maria Meeting Minutes

Regular Council Meeting February 19, 2026 - 10:00 AM

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)

Legal Counsel Paul Cassan, Wishart Law Firm LLP.

Staff/Advisors:

Wendy Cosgrove, Corporate Services Coordinator (Electronically)

Leanne Crozier, Deputy Treasurer (E4m - Electronically)

Josh Young, E4m (Electronically)

1 Call To Order

Mayor Grills called the meeting to order at 10:09 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 recited the Vision and Mision 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: 2026-015

Moved By: Rachel Richer

Seconded By: Karen LeClerc

BE IT RESOLVED THAT the agenda of the Regular Meeting of February 19, 2026, be adopted as amended to include item 12.1.2 Quote for Streegligh Sheild at Bisset Creek.

CARRIED

5 Declarations of Disqualifying Interest (Pecuniary)

6 Mayor's Address

Mayor Grills made an oral address regarding the 2026 Budget for Renfrew County.

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

None were available for approval.

8 Delegations/Presentations

None

9 Council Direction From the Previous Meeting

10 Committee of the Whole Working Session (To work on Policy/Plans etc.)

David Balla-Boudreau and Jim Gibson participated in the working session on certain matters.

10.1 MOU - Library

Council reviewed the Draft MOU as presented by the Library Board.

10.2 Hall Rental Policy

Council reviewed and discussed the updated Hall Rental Policy.

10.3 Electronic Corporate Seal

Council reviewed the Draft Electronic Corporate Seal policy.

10.4 Discussion - Working Alone Policy

Council discussed the importance of having a working alone policy and directed that a draft be prepared for a future meeting.

11 Legislative Matters

11.1 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).

11.2 Bylaws

11.3 Public Hearings: Planning/Zoning Matters

11.4 Committee/Local Board Reports

12 Administrative Matters

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

Council considered the matter and delayed the vote until after the Closed Session.

12.1.1 Alternative Voting/Electronic Voting 2026 Municipal Election

Resolution No: 2026-016

Moved By: Chris Dowser

Seconded By: Rachel Richer

BE IT RESOLVED THAT Council for the United Townships of Head, Clara and Maria does hereby approve the use of electronic voting as an alternative voting method for the 2026 Municipal and School Board Election and directs the Clerk to prepare the applicable bylaw for passing at the next regular meeting of Council; AND FURTHER THAT Council authorizes entering into an agreement with Intelivote Systems Inc. for electronic voting services.

CARRIED

Upon returning to open session Council passed the resolution.

12.2 Financial Update/Statement/Quarterly Variance Report

12.3 Update on Capital Projects

13 Leadership Issues

13.1 Update to Strategic Plan

13.2 Five-Year Financial Plan (including Asset Management Plan)

13.3 New Policy

13.4 Notice of Motion

14 Closed Session

The meeting recessed at 11:08 and was called back to order at 11:21

14.1 Move Into Closed Session

Resolution No: 2026-017

Moved By: Fran Kelly-Chamberlain

Seconded By: Rachel Richer

BE IT RESOLVED Council for the Corporation of the United Townships of Head, Clara and Maria does now move into Closed Session at 11.22 p.m. Pursuant to section 239(2) (b) personal matters about an identifiable individual, d) labour relations or employee 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:

1. Municipal Administrator Leave of Absence/Return to Work
2. Confidential HR matter regarding municipal employees
3. Recruitment Update
4. Negotiation of the MOU with the Library Board

CARRIED

14.2 Return to Open Session

Resolution No: 2026-018

Moved By: Chris Dowser

Seconded By: Rachel Richer

BE IT RESOLVED Council for the Corporation of the United Townships of Head, Clara and Maria does now return to Open Session at 3:28 p.m. and reports that Council received and update and legal advice regarding the Municipal Administrators Ret turn out Work, a confidential HR Matter about municipal employees, and the Library MOU and gave direction to legal counsel and the Deputy Clerk.

CARRIED

15 Confirmation of Proceedings

Resolution No: 2026-019

Moved By: Rachel Richer

Seconded By: Chris Dowser

BE IT RESOLVED THAT Bylaw 2026-03 being a bylaw to confirm proceedings of Council at their regular meeting on February 19, 2026, be read and adopted.

16 Adjournment

Mayor Grills adjourned the meeting at 3:38 p.m.

Mayor

Clerk

Not Approved

8. Community-Led Volunteer Initiatives

Community members and volunteer groups are encouraged to initiate and lead community activities, events, or projects that contribute to the social, cultural, recreational, or environmental well-being of the Municipality.

Individuals or groups wishing to organize such activities may apply to the Municipality to act as the **Volunteer Lead** for their initiative. When approved, the Municipality may provide administrative support, coordination assistance, and insurance coverage for the event or activity.

Staff may approve community-led initiatives provided that:

A Volunteer Lead is identified who will serve as the primary point of contact with municipal staff.

- ii. The proposed activity aligns with municipal values, priorities, and public safety requirements.
- iii. A brief event or activity plan is submitted outlining the purpose, location, anticipated number of participants, and any equipment or resources required.
- iv. The activity complies with municipal policies, by-laws, and health and safety standards.
- v. Volunteers participating in the activity complete any required forms or waivers as determined by staff.

Once approved:

The Volunteer Lead will coordinate participating volunteers and work with the designated municipal staff supervisor.

The activity will be considered an approved municipal volunteer initiative for the purposes of liability insurance, provided all conditions and guidelines are followed.

The Municipality may provide reasonable logistical support where available, such as promotion, space coordination, or basic resources.

The Municipality reserves the right to modify, suspend, or decline proposed initiatives where operational capacity, safety concerns, or municipal priorities require.

Municipal Volunteer Engagement Policy

Council Direction to Staff

This policy provides Council's direction for the engagement and oversight of volunteers participating in municipal programs, services, and initiatives. It authorizes staff to manage volunteer involvement in a manner that is:

- Transparent and inclusive
- Compliant with applicable legislation and municipal policies
- Respectful of volunteer contributions
- Protective of municipal interests and public safety

This policy may be augmented or superseded by Council-approved exceptions, agreements, or memorandums of understanding (MOUs), including those pertaining to strategic partnerships, special projects, or unique volunteer arrangements.

Council retains the authority to approve such exceptions and to amend this policy as required to reflect evolving community needs or legislative changes.

1. Volunteer Eligibility

Staff may approve volunteer participation for individuals or groups provided:

- The volunteer is 14 years or older (parental consent required under 18).
- The volunteer role is safe, lawful, and aligned with municipal interests.
- Volunteers working with vulnerable populations must pass screening requirements.
- Council members volunteering must report to designated municipal staff and not act independently.

Council may restrict or revoke volunteer roles if municipal priorities or risks warrant such action.

High school students completing their 40-hour community involvement requirement under the Ontario Secondary School Diploma (OSSD) may be exempt from standard volunteer application procedures, provided:

- i. The activity is pre-approved by the student's school principal or designate.
- ii. The student submits a signed Community Involvement Record form.
- iii. The activity is supervised by municipal staff and aligns with safe, lawful, and appropriate volunteer roles.
- iv. The student is not assigned duties requiring specialized training or exposure to hazardous materials or equipment.

2. Volunteer Requirements

All volunteers must:

- Complete a Volunteer Application and Agreement.

- Provide any required documentation (e.g., criminal record check, references).
- Attend orientation and training sessions as directed.
- Sign a Code of Conduct and Confidentiality Agreement.
- Comply with all municipal policies, including health and safety protocols.

Council members who volunteer must:

- Declare any potential conflicts of interest.
- Report to the staff member responsible for the work for supervision and coordination.
- When participating in collaborative governance activities approved by Council or requested by staff, Council members are not required to complete a Volunteer Application or other forms. These activities are considered part of their official duties and are protected under Section 448 of the Municipal Act.
- Ensure their volunteer activities do not overlap with their elected duties.

3. Supervision & Volunteer Management

Employees/Statutory Officers shall:

- Assign volunteers to defined roles with clear responsibilities.
- Designate a Supervisor for each volunteer or group.
- Maintain volunteer records and monitor performance.
- Ensure Council volunteers are supervised like any other volunteer.
- Volunteers shall not represent themselves as municipal employees.

4. Insurance and Liability

Volunteers are covered under the Municipality's general liability insurance when acting within the scope of their approved role.

The Municipality is not responsible for:

- Personal injury or property loss outside of approved activities.
- Actions taken by volunteers outside of assigned duties.

Volunteers shall indemnify and hold harmless the Municipality from claims arising from unauthorized conduct.

5. Conduct and Confidentiality

Volunteers must:

- Treat staff, Council, other volunteers, and the public with respect.

- Maintain confidentiality of municipal information.
- Avoid any behavior that may harm the reputation or operations of the Municipality.

Breaches may result in dismissal from the volunteer program.

6. Recognition and Reporting

Staff shall:

- i. Recognize volunteer contributions through formal and informal means.
- ii. Submit an Annual Volunteer Engagement Report to Council including:
 - a. Number of volunteers and hours contributed
 - b. Types of volunteer roles and activities
 - c. Summary of incidents or concerns
 - d. Recommendations for program improvements

7. Review and Updates

Council shall review this policy every five years, or sooner if required by legislation, operational needs, or community feedback.

Working Document Only

MEMORANDUM OF UNDERSTANDING (MOU)
Between
The United Townships of Head, Clara & Maria (HCM)
And
Missing Link Snowmobile Club (MLSC)

1. Purpose and Preamble

This Memorandum of Understanding establishes a cooperative working relationship between HCM and MLSC for the purposes of:

- supporting the safe and effective operation of snowmobile trails within the municipality
- enabling community-based recreational activities
- clarifying expectations regarding the shared use of municipal facilities and lands
- establishing a consistent and efficient process for coordination between the parties

Both parties acknowledge that:

- snowmobile trail operations are primarily volunteer-driven
- the activity contributes to local economic development and tourism
- clear expectations and communication reduce operational risk and administrative burden

This MOU is not intended to create a legal partnership, joint venture, or agency relationship.

2. Guiding Principles

The parties agree to operate under the following principles:

- **Clarity** – roles and expectations are defined and respected
- **Coordination** – activities are planned and communicated in advance
- **Accountability** – each party is responsible for its obligations
- **Respect** – facilities and relationships are maintained professionally

3. MLSC Responsibilities

MLSC agrees to:

- operate in accordance with **OFSC standards**, including insurance requirements
- ensure all volunteers and activities comply with applicable legislation
- follow all applicable **HCM policies**, including the *Municipal Rental Hall Policy*
- ensure facilities are:
 - used responsibly
 - cleaned after use
 - secured appropriately
- provide required deposits where applicable
- coordinate all bookings and requests through the designated HCM contact

4. HCM In-Kind Support

Subject to availability and municipal operational requirements, HCM agrees to provide the following in-kind supports on condition to adherence to the Municipal Rental Hall Policy:

*book 2 months in advanced?

Access to municipal facilities as outlined in XXX for the following events;

- Poker Run events, Jan to March, max 2 annually
- Monthly meetings, Jan – Dec, 1 per month
- Appreciation Dinner – 1 per year

Do we have a schedule to include what is included in the rental XXX includes;

4.1 Poker Events

MLSC may access the following municipal facilities:

- Community Hall
 - Tables, chairs, coffee maker, wifi
- Bathrooms
- Kitchen
 - Cutlery, plates/ bowls?
 - Dish soap?
 - Dish towels?
- Ball Diamond
 - Snow covered, as-is

Monthly Meetings

MLSC may access:

- Community Hall
 - Tables, chairs, wifi
- Bathrooms

4.3 Community Bulletin Board Access

HCM agrees to permit MLSC to post notices and promotional materials on designated municipal bulletin boards.

Conditions:

- Materials must be:
 - appropriate and community-focused
 - related to MLSC activities or events
- All postings are subject to:
 - available space
 - municipal discretion and approval (who approves? Can they all be submitted by x date?)
- MLSC is responsible for:
 - installing and removing materials in a timely manner
 - ensuring materials remain in good condition

This provision is limited to **municipal bulletin boards only** and does not include broader advertising or promotion by HCM.

5. Land Use and OFSC Trail Permissions

Where OFSC trail routes require access across HCM-owned lands:

- HCM agrees to review and execute land use permissions in a timely and reasonable manner
- MLSC agrees that:
 - all trails are operated under OFSC authorization
 - required insurance is maintained and valid
 - HCM is named as an additional insured where applicable
 - all signage, grooming, and safety standards are upheld

Nothing in this agreement grants permanent rights, easements, or interests in municipal land.

6. Coordination and Communication

- MLSC shall appoint one designated point of contact
 - responsible for all coordination with HCM
 - responsible for event-related communication
- HCM shall identify a municipal contact (who?) for:
 - facility bookings

- operational coordination

All requests for support or facility use shall be made through these contacts.

9. Additional Facility Use

MLSC may request to book municipal facilities, including the community hall, for additional purposes beyond those identified in Section 4.

Such use:

- shall be subject to availability
- must comply with all applicable municipal policies, including the Municipal Rental Hall Policy
- shall not be considered an in-kind contribution and shall be subject to standard municipal rental rates and fees as outlined in the Rental Hall Policy

7. Exclusions

For clarity, the following are not included as in-kind contributions under this MOU:

- Rental or use of the municipal salt shed, which shall be governed under a separate agreement
- Municipal event insurance will not be available for purchase as outlined in the Rental Hall Policy.

8. Insurance Requirements for Facility Use

MLSC shall, at all times, maintain appropriate event liability insurance when using municipal facilities under this MOU.

Requirements:

- Insurance must be in the form of **Commercial General Liability (CGL)** coverage
- Coverage shall be in an amount of **not less than \$2,000,000 per occurrence** ((\$5M??))
- The policy shall:
 - name **The United Townships of Head, Clara & Maria (HCM)** as an *additional insured*
 - include coverage for bodily injury, property damage, and personal injury arising from MLSC activities
- A valid **Certificate of Insurance** must be provided to HCM:
 - prior to each event, or
 - annually, where appropriate and accepted by the municipality

MLSC is solely responsible for ensuring that all events, activities, and uses of municipal facilities are properly insured.

Failure to provide satisfactory proof of insurance may result in denial of facility use.

10. Liability and Indemnification

MLSC agrees to indemnify and hold harmless HCM from any claims, damages, or liabilities arising from MLSC activities, except where caused by the negligence of HCM.

MLSC shall maintain appropriate insurance coverage consistent with OFSC requirements.

11. Term and Review

This MOU shall:

- take effect upon execution by both parties
- be reviewed:
 - annually, or??

- at minimum, once per term of Council

Amendments may be made by mutual agreement.

12. Termination

Either party may terminate this MOU with written notice given 60? Says prior

13. General

This MOU represents a good-faith understanding between the parties and is intended to guide collaboration.

Notes

Pulled from another MOU – do we want to implement speed limit within Stonecliffe?
. The HCSA agrees to post signs indicating a maximum speed by snowmobiles to be twenty (20) kilometres per hour; and 50 kilometres per hour on bush trails. The HCSA agrees to post all other signage as required by the OFSC guidelines (i.e. stop signs, directional signs etc.).

THE CORPORATION OF THE UNITED TOWNSHIPS OF HEAD, CLARA AND MARIA

Bylaw Number 2026-04

BEING A BYLAW TO AUTHORIZE THE USE OF AN ELECTRONIC CORPORATE SEAL

Legal Authority

Scope of Powers

Section 8(1) of the *Municipal Act*, 2001, S.O. 2001, c.25, ("*Municipal Act*") as amended, provides that the powers of a municipality shall be interpreted broadly so as to confer broad authority on municipalities to enable them to govern their affairs as they consider appropriate, and to enhance their ability to respond to municipal issues.

Powers of a Natural Person

Section 9 of the *Municipal Act* provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act.

Powers Exercised by Council

Section 5 (1) of the *Municipal Act* provides that the powers of a municipality shall be exercised by its Council

Powers Exercised by By-law

Section 5(3) of the *Municipal Act* provides that a municipal power, including a municipality's capacity, rights, powers and privileges under section 9, shall be exercised by bylaw unless the municipality is specifically authorized to do otherwise.

Electronic Documents and Signatures

Section 15 of the *Electronic Commerce Act*, 2000 S.O. 2000, c. 17 ("*Electronic Commerce Act*") gives authority to a public body to electronically deal with documents it has the power to create, collect, receive, store, transfer, distribute, publish or otherwise deal with.

Purpose and Context (Preamble)

Council for the Corporation of the United Townships of Head, Clara and Maria

(“Council”) recognizes the need to modernize municipal administrative practices and to authorize the use of an electronic corporate seal in a manner that is secure, controlled, and consistent with legislative requirements.

Council further recognizes the role of the Clerk as the statutory officer responsible for the custody and use of the municipal seal.

Decision

Council of the Corporation of the United Townships of Head, Clara and Maria decides it in the best interest of the Corporation to authorize the application of an electronic seal on electronic documents.

Direction

NOW THEREFORE the Council of the Corporation of the United Townships of Head, Clara and Maria directs as follows:

Authorization

1. That the use of an Electronic Corporate Seal is hereby authorized for municipal purposes where the use of a corporate seal is required or permitted by law.

Effect of Electronic Corporate Seal

2. That an Electronic Corporate Seal applied in accordance with this Bylaw shall have the same force and effect as the physical corporate seal of the Municipality.

Authority of the Clerk

3. That the Clerk, or a person acting under the Clerk’s written authority, is hereby authorized and directed to:
 - A. establish and manage the secure technology used for the Electronic Corporate Seal and any related electronic signatures;
 - B. determine which municipal documents may be executed using the Electronic Corporate Seal; and
 - C. establish administrative procedures governing access to, use of, and protection of the Electronic Corporate Seal.

Execution of Documents

4. That where a bylaw, resolution, or applicable law requires a document to be signed and sealed on behalf of the Municipality, such requirement may be satisfied by:

- A. the application of electronic signatures by the authorized signing officer(s); and
- B. the application of the Electronic Corporate Seal to the same electronic document, in accordance with procedures established by the Clerk.

Limits and Exceptions

- 5. That the Electronic Corporate Seal shall not be used:
 - A. where legislation prohibits the use of electronic documents, signatures, or seals;
 - B. where a third party’s consent to electronic execution is required and not obtained; or
 - C. where the Clerk determines that use of the physical corporate seal is required or more appropriate.

Records and Retention

- 6. That documents executed using the Electronic Corporate Seal shall be retained and managed in accordance with the United Townships of Head, Clara and Maria.
- 7. Records Retention Bylaw and any applicable legislative requirements.
- 8. That the Clerk shall ensure appropriate records are maintained to demonstrate the application and use of the Electronic Corporate Seal.

Conflict and Severability

- 9. That where a provision of this Bylaw conflicts with provincial or federal legislation, such legislation shall prevail.
- 10. That if any provision of this Bylaw is held to be invalid, such invalidity shall not affect the remaining provisions.

Effective Date

- 11. This Bylaw shall come into force and take effect on the date of its final passing.

Read and adopted by Resolution 2026-023 this 24 day of March 2026.

Mayor

Clerk



Council Member Committee/Local Board Report

Council Member: Councillor Kelly-Chamberlain

Report Date: 2026-03-15

1. Committee Name
Library Board

2. Purpose of the Committee/Local Board (Provide a brief description of the committee's mandate, mission, or primary objectives.):

Mission Statement

Head, Clara & Maria Public Library exists to promote intellectual growth and improvements in the quality of life through library materials and services that meet the unique needs of this widely dispersed rural community

Vision Statement

The Head Clara Public Library is a leader in celebrating lives through knowledge and information.

The library provides accessible service.

The library is a recognized contributor to the high quality of life in the community through exceptional services and valued partnership.

3. Recent Meetings

- **Date(s) of Meeting(s) March 3rd 2026**

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- **Decisions Made** (List key decisions, approvals, or recommendations made by the committee.):

4. Progress on Initiatives

- **Ongoing Projects/Tasks** (Summarize progress on key initiatives or projects the committee is overseeing; Mention timelines, milestones achieved, or challenges faced.): **Marlene Gibson Memorial Corner in library is being worked on**
- **New Initiatives** (Highlight any new initiatives that the committee has started or proposed.): **May Madness fundraiser is May 23nd 2026**

5. Implications for Council

- **Items Requiring Council Attention** (List any decisions or input required from Council.): **The MOU between Township & Library is continued to being worked on**
- **Library Board is waiting for Council's decision of the MOU presented to them at previous Council meeting.**
- **Meeting between Council, Library Board & invited guests to be arranged regarding MOU.**
- **Library Board asking permission of Council to use Township's CRA'S for Grant applications ONLY until MOU is resolved.**
- **Library Board asking permission to put up a drop box near Library door for returns of books & Purolator deliveries since Library is only open one day a week.**
- **While waiting for MOU to be finalized could the Township office employee open the library on days that the office is open to allow for our community be able to use the library. One of the Library's missions is to be available to the needs of our members as much as possible.**
- **Now is the time to bring our community back together. We are wanting to apply to the Deep River Community Grant for a Mosaic Mural—copy of project to be handed out. Deadline is April 15th 2026**
- **To be able to do this Community project the Library Board is asking Council if we could get permission to apply the mosaic tile 8'x8' artwork on the outside wall near the library entrance.**

- **Budgetary/Financial Considerations** (Outline any impacts on municipal budgets or funding needs related to committee activities.):

Click or tap here to enter text.

- **Policy/Bylaw Impacts** (Identify any policy changes or bylaw implications from the committee's work.): **Policies are being reviewed and updated at every meeting until all have been completed.**

6. Upcoming Meetings

- **Next Meeting Date: April 7th 2026**
- **Planned Agenda Items** (Highlight key topics for upcoming discussions.):
To discuss the May Madness event
Discussing Activity mornings & Coffee Mornings

- ## 7. Additional Information
- (Include any other relevant information, such as community engagement efforts, partnerships, or public feedback.)
- Applying for Deep River Community Grant**

- ## 8. Recommendations to Council (if applicable):
- (Clearly state any recommendations the committee has for Council.)



Council Member Committee/Local Board Report

Council Member: Councillor Dowser

Report Date: 2026-03-14

1. Committee Name

Upper Ottawa Valley Police Services Board

2. Purpose of the Committee/Local Board (Provide a brief description of the committee's mandate, mission, or primary objectives.):

To provide adequate and effective policing.

3. Recent Meetings

- **Date(s) of Meeting(s):** March 13, 2026
- **Key Topics Discussed:** Welcomed our Community Representative, Sue Elliot and reviewed 2026 Budget and meeting schedule; Discussion with respect to remuneration of external meetings. The Board's official name, grant funding availability, Detachment Commander, provincially appointed member
- **Decisions Made** (List key decisions, approvals, or recommendations made by the committee.): As our present Detachment Commander has received a promotion, this Board as well as other Boards were involved in the interview process to choose his successor; there should be an announcement soon. We require clarification with respect to the Board's name as the acting Detachment Commander via email has suggested our Board requires a different name. Also, we are identified by the Solicitor General by a different name. We will follow up with the Solicitor General as we have yet to receive the appointed member.

4. Progress on Initiatives

- **Ongoing Projects/Tasks** (Summarize progress on key initiatives or projects the committee is overseeing; Mention timelines, milestones achieved, or challenges faced.): The Board reviewed limited grant funding availability through the

Proceeds of Crime Front-Line Policing Grant and determined that as the deadline for submissions was at the end of the month, we were not in a position to pursue.

- **New Initiatives** (Highlight any new initiatives that the committee has started or proposed.): An invitation to our next meeting will be sent to the new Detachment Commander

5. Implications for Council

- **Items Requiring Council Attention** (List any decisions or input required from Council.): [Click or tap here to enter text.](#)
- **Budgetary/Financial Considerations** (Outline any impacts on municipal budgets or funding needs related to committee activities.):
- **Policy/Bylaw Impacts** (Identify any policy changes or bylaw implications from the committee's work.):

6. Upcoming Meetings

- **Next Meeting Date:** 2026-04-17
- **Planned Agenda Items** (Highlight key topics for upcoming discussions.):
Discussion with the new Detachment Commander; further discussions on how remuneration will be paid to the Community and Provincial members

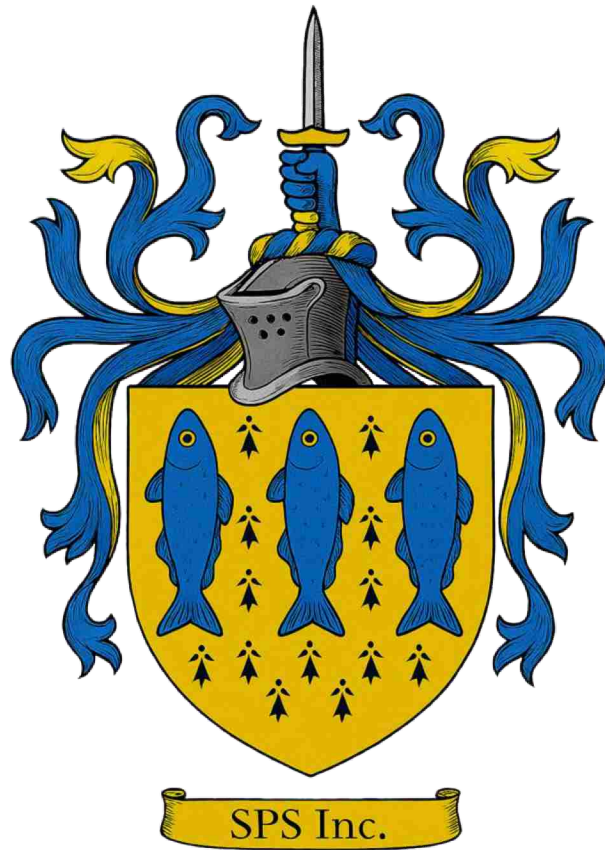
7. Additional Information (Include any other relevant information, such as community engagement efforts, partnerships, or public feedback.)

[Click or tap here to enter text.](#)

8. Recommendations to Council (if applicable):

(Clearly state any recommendations the committee has for Council.)

[Click or tap here to enter text.](#)



Integrity Commissioner Report Councillor Chris Dowser



PREAMBLE

Expertise for Municipalities (“E4m”) is the appointed Integrity Commissioner for the Municipality of the United Townships, Head, Clara & Maria (HCM). As the Integrity Commissioner, E4m is a statutory officer of the municipality. The Integrity Commissioner reports to Council and is responsible for independently performing functions assigned to them by the municipality. Pursuant to section 223.3(6), the municipality must indemnify and save harmless the Integrity Commissioner or any person under their instructions for costs reasonably incurred by in connection with the defence of certain proceedings.

E4m has been appointed by the municipality as the Integrity Commissioner for all functions set out in section 223.3(1) of the Municipal Act 2001, and E4m is responsible for conducting inquiries into whether a member has contravened the Code of Conduct pursuant to section 223.4(1) or contravened sections 5, 5.1 or 5.2 of the Municipal Conflict of Interest Act pursuant to section 223.4.1 (1).

The Municipal Act, 2001, awards the Integrity Commissioner a number of powers that the Integrity Commissioner can exercise while conducting Code of Conduct and Municipal Conflict of Interest Act inquiries. Specifically, subsections 223.4 (3) and 223.4.1(10) provide that “the municipality and its local boards shall give the [Integrity] Commissioner such information as the [Integrity] Commissioner believes to be necessary for an inquiry.” Moreover, subsection 223.4(4) and 223.4.1(11) provide that the Integrity Commissioner is “entitled to have free access to all books, accounts, financial records, electronic data processing records, reports, files and all other papers things or property belonging to or use by the municipality or a local board that the Commissioner believes to be necessary for an inquiry.”

E4m has appointed Sean Sparling, SPS Inc., to investigate and report to Council on this matter as an agent for E4m. Mr. Sparling is an agent of E4m, and his assignment of this matter was done in accordance with the municipality’s Integrity Commissioner protocols.

Overview of the Complaint

On November 16, 2025, Mr. Ernest Villeneuve, a member of the public, filed an Integrity Commissioner complaint against Councillor Christopher Dowser from HCM. Typically, complainants are not identified in public reports; however, in this matter, Mr. Villeneuve consented to being identified. The complaint was properly laid in writing and signed by the complainant. It was accepted by E4m for inquiry.

On November 27, 2025, the complainant was interviewed in order to fully understand the nature of the complaint. The complainant indicated that he had been listening to the Council meeting for HCM on October 15, 2025, via Teams, and there was a discussion about the waste management facility. During this discussion, Councillor Dowser indicated



that he had attempted to get the waste management attendant to repair a “bear” fence (electronic fence). Councillor Dowser indicated that the staff member stated that he did not have the tools to fix the fence. This led Councillor Dowser to direct the individual who had originally installed the fence to repair it.

The essence of the complainant’s submission was that Councillor Dowser had directed a staff member to do work when he was not supposed to.

On December 1, 2025, Councillor Dowser provided his response to the complaint. This was in the form of an interview and documentation to support his position on the matter.

Councillor Dowser explained in detail the difficulties that HCM has had with maintaining proper staffing levels. His explanation was very detailed and provided valuable insight into the plight faced by HCM in obtaining and maintaining proper staffing levels for the municipality. Councillor Dowser also explained that he and other members of Council have had to volunteer their time to help manage the municipality to keep it functioning. Councillor Dowser explained that Council has essentially set up volunteer positions for elected members to assist the municipality.

Councillor Dowser provided a number of examples of how he is volunteering his time with the municipality. This included assisting with overseeing renovations and taking on the role of overseeing security at municipal sites. He also provided that at times, he has assisted their interim Municipal Clerk in obtaining photographs of certain properties needed for submission regarding utility upgrades.

Councillor Dowser submitted to the investigation several emails that have been reviewed. They are not summarized in this report; however, they clearly demonstrate that he was actively involved as the project manager for the renovations on municipal property, he was involved in obtaining quotes and contracting the municipal insurance, and he was managing security at various municipal sites, which included obtaining quotes for repairs to the property. All of these activities were reported back to the municipal Deputy Clerk, who is acting in place of the municipality’s Clerk (hereafter noted as Clerk) or done at her request.

Councillor Dowser also submitted emails demonstrating that other elected officials volunteered to assist in staff duties. Some of the duties went as far as Councillor Dowser and other elected officials conducting internal reviews for the municipality.

Councillor Dowser indicated that on June 19, 2025, he was appointed by Council for HCM to be the security lead for the municipality. This was related to a separate confidential matter. His appointment was made in a closed session of Council. This appointment was confirmed by the Clerk, further demonstrating the additional roles that various elected officials were taking on to help the municipality in its operations.



The Clerk for HCM confirmed the evidence provided by Councillor Dowser. She indicated that HCM has a very acute staffing dilemma and desperately requires additional supports and that based on her suggestion, Council members could volunteer their time to the municipality outside of their regular elected duties. Although this was not a preferred course of action, it was necessary in order for the municipality to continue functioning while it addressed the staffing shortages. The Deputy Clerk also advised that there was a policy amendment coming for the Code of Conduct to allow for this activity. In the interim, the Deputy Clerk advised that by necessity, she delegated some of her duties to elected officials temporarily for them to complete in their capacities as volunteers. These elected members then reported back to the Deputy Clerk in their capacity as volunteers, not as elected officials.

Applicable Policies and Law

The HCM Council – Staff Relations Policy states:

Respect the Chain of Command

Members of Council must understand they have no individual capacity to direct Staff to perform, or not perform functions or duties. The CAO-Clerk is responsible for Staff and Officers - Members of Council who need to engage with Staff and Officers must do so through the CAO-Clerk. This would include both in-person, verbal, written and electronic messages.

Role of Senior Management:

Direction Focus: o Liaison between Council and Staff, direct implementation of Council's policies, hire and develop a team of competent Staff.

The Municipal Act of Ontario

224 It is the role of council,

- (a) to represent the public and to consider the well-being and interests of the municipality;
- (b) to develop and evaluate the policies and programs of the municipality;
- (c) to determine which services the municipality provides;
- (d) to ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of council;
- (d.1) to ensure the accountability and transparency of the operations of the municipality, including the activities of the senior management of the municipality;
- (e) to maintain the financial integrity of the municipality; and
- (f) to carry out the duties of council under this or any other Act.



Analysis

It is clear from the HCM Council – Staff Relations policy, as well as the Municipal Act of Ontario, that elected officials do not perform the day-to-day operations of a municipality. Their function is at an oversight level and a policy development role. Essentially, the Mayor and Council steer the ship. They do not row. The issue in this matter is that there are not enough staff members to row the ship effectively and weather the staffing shortage faced by the municipality.

The evidence also clearly demonstrates that Council, with the advice of the Deputy Clerk, created ad hoc volunteer positions for themselves to help the municipality. Other members, not just Councillor Dowser, are volunteering their time to move the municipality down the right path. There is also an intent to codify these positions in their bylaws.

Both the HCM bylaws are silent on whether or not an elected official can also be a volunteer for the municipality in which they were elected. The Municipal Act does allow for volunteers such as firefighters. This means there is a precedent for elected officials to volunteer for their municipality.

The evidence in this case clearly demonstrated that the elected member's efforts are not those of an elected official interfering with the operations of a municipality. If that were the case, Councillor Dowser would clearly be in violation of the HCM Bylaws and the Municipal Act. The fact is that these elected officials have taken on needed added responsibilities in a very creative way for the betterment of their community and should be recognized for these efforts.

Finding:

Based on a balance of probabilities, Councillor Dowser did not commit misconduct by directing the waste management attendant to fix the bear fence.

Conclusion:

Although Councillor Dowser has not been found to have committed misconduct in this matter, this decision should be seen as a very narrow decision. It is very fact-specific and relies heavily on the present needs of the community; the fact is that these volunteer positions were created by Council and the municipal Deputy Clerk, and other members of Council have been assisting in the same manner as Councillor Dowser. If these factors were not present, the findings in this matter would likely have been against Councillor Dowser.

The Corporation of the United Townships of Head, Clara & Maria
Council Statement of Remuneration and Expenses
For the Period from January 1st, 2025 to December 31st, 2025

Per Municipal Act RSO 2001, Section 284 (1, 2); Township By-law 2025-09
*Honorariums also include 2024 shortfalls per Council working session March 20, 2025
item 10.a (i)

Elected Position	Name	Honorariums	Expense s	Total
Mayor	Debbi Grills	\$ 10,368.29	\$ 0.00	\$ 10,368.29
Councillor	Chris Dowser	\$ 9,093.29	\$ 521.30	\$ 9,614.59
Councillor	Fran Kelly- Chamberlain	\$ 8,325.93	\$ 0.00	\$ 8,325.93
Councillor	Karen LeClerc	\$ 8,658.16	\$ 0.00	\$ 8,658.16
Councillor	Rachel Richer	\$ 8,350.73	\$ 0.00	\$ 8,350.73
	Sub Total	\$ 44,796.40	\$ 521.30	
Total remuneration and expenses paid to Council				\$ 45,317.70



THE CORPORATION OF THE UNITED TOWNSHIPS OF HEAD CLARA AND MARIA

BYLAW NUMBER 2026-05

BEING A BYLAW TO CONFIRM THE PROCEEDINGS OF COUNCIL

Legal Authority

Scope of Powers

Section 8(1) of the *Municipal Act*, 2001, S.O. 2001, c.25, ("*Municipal Act*") as amended, provides that the powers of a municipality shall be interpreted broadly so as to confer broad authority on municipalities to enable them to govern their affairs as they consider appropriate, and to enhance their ability to respond to municipal issues.

Powers of a Natural Person

Section 9 of the *Municipal Act* provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act.

Powers Exercised by Council

Section 5 (1) of the *Municipal Act* provides that the powers of a municipality shall be exercised by its Council

Powers Exercised by By-law

Section 5(3) of the *Municipal Act* provides that a municipal power, including a municipality's capacity, rights, powers and privileges under section 9, shall be exercised by bylaw unless the municipality is specifically authorized to do otherwise.

Preamble

Council for the Corporation of the United Townships of Head, Clara and Maria ("Council") acknowledges that many of the decisions it makes during a meeting of Council, regular, special, or otherwise, are done by resolution. Section 5 (3) of the *Municipal Act* requires that Council exercise their powers by Bylaw.

Council further acknowledges that the passing of resolutions are more expedient than adopting Bylaws for each decision.

Decision

Council of the Corporation of the United Townships of Head, Clara and Maria decides it in the best interest of the Corporation to confirm its decisions by way of Confirmatory Bylaw.

Direction

NOW THEREFORE the Council of the Corporation of the United Townships of Head, Clara and Maria directs as follows:

1. The Confirmatory Period of this By-Law shall be for the Regular Council meeting of February 19, 2026.
2. All By-Laws passed by the Council of the Corporation of the United Townships of Head, Clara and Maria during the period mentioned in Section 1 are hereby ratified and confirmed.
3. All resolutions passed by the Council of the Corporation of the United Townships of Head, Clara and Maria during the period mentioned in Section 1 are hereby ratified and confirmed.
4. All other proceedings, decisions, and directives of the Council of the Corporation of the United Townships of Head, Clara and Maria during the period mentioned in Section 1 are hereby ratified and confirmed.
5. This Bylaw takes effect on the day of its final passing.

Read and adopted by Resolution 2026-028 this 24th Day of March 2026.

Mayor

Clerk