



The Corporation of the United Townships of 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 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: 2026-001

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.

Original signed by
Mayor Debbi Grills

Original signed by
Meeting Clerk Peggy Young-Lovelace

Note: Alternate formats and communication supports are available upon request.