



## **The Corporation of the United Townships of 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 Streetlight 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.

*Original signed by*  
Mayor Debbi Grills

*Original signed by*  
Meeting Clerk Peggy Young-Lovelace

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