

**THE CORPORATION of the UNITED TOWNSHIPS of HEAD, CLARA & MARIA**  
**AGENDA**

Friday, December 13, 2013 – 14:00 h. (2:00 p.m.)

1. Call to Order and Moment of Silence
2. Roll Call
3. Disclosure of Pecuniary interest & General Nature Thereof – Pecuniary Interest applies to you if it applies to clubs/organizations you are involved in, or activities of your children, parents or spouse;
4. Deputations/Presentations - none
5. Adoption of Minutes of previous meeting
  - Council Minutes – November 22, 2013
  - Council Minutes – Special Meeting – December 5, 2013
  - Library Board Minutes – November 12, 2013 (Marlene Gibson as Chair of the Library Board to be available for comment or question)
6. Petitions – none
7. Correspondence Information Only – (Please advise if you feel any item warrants further consideration)
8. Staff Reports
  - Report #13/12/13/801 – Clerk's Report
  - Report #13/12/13/802 – Treasurer's Report
  - Report #13/12/13/802 – A – Treasurer's Report – Civic Address Training
  - Report #13/12/13/803 – Reeve's Report – none
9. Financial Reports
  - Report #13/12/13/901 – Cheque Log
  - Report #13/12/13/901 – Comparative Income Statement
10. By-Laws
  - Report #13/12/13/1001 – 2014 Budget
11. Unfinished Business from November 8, 2013 Meeting
  - Report #13/12/13/1101 – Resolution of Support – Seguin Township – re: OPP proposed billing model
  - Report #13/12/13/1102 – Emergency Management Plan and Program Approval
  - Report #13/12/13/1103 – Wish List from Public Meeting
  - Report #13/12/13/1104 – Clerk's Goals and Objectives 2014
  - Report #13/12/13/1105 – Date for Council Municipal Checklist Review – February 2014
  - Report #13/12/13/1106 – Council/Staff Communications
12. Addendum (New Business)
  - Report #13/12/13/1201 – Approval of Library Board Budget
  - Report #13/12/13/1202 – Employee Performance Appraisal Results
  - Report #13/12/13/1203 – Change of January Meeting Date
  - Report #13/12/13/1204 – Purchase of Chairs and tables for the Municipal Hall
  - Report #13/12/13/1205 - Performance Review/Evaluation Protocol
  - Report #13/12/13/1206 – Ontario Minimum Wage

13. In Camera or Closed Session – To Provide direction to Staff as a result of Performance Appraisal recommendations – Personal Information about an Identifiable Individual
14. Business Arising from Closed Session – Resolution of direction from Council re: Performance Appraisal Recommendations
15. Questions and Answers
16. Confirmation of Proceedings
  - By-law #2013-26
17. Adjournment

Note\* Alternate formats and communication supports are available on request.

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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.**



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

Person Requesting a Deputation: \_\_\_\_\_

Organization (if applicable): \_\_\_\_\_

Contact Information: Tel # \_\_\_\_\_ Cell #: \_\_\_\_\_

Meeting Date Requested: \_\_\_\_\_

**(Note:** In accordance with the Procedural By-law, the Clerk's Department has the discretion to reschedule or deny an appearance before Council where: the number of deputations is greater than Council has established; the topic is not within the jurisdiction of the Council; the person has exceeded the number of permitted appearances; the matter is such that it requires consultation with staff and a report to accommodate the request.)

Subject Matter: \_\_\_\_\_

Brief Description of Purpose of Deputation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you been in contact with a member of staff with regard to this matter?

Yes ☐ No ☐ If Yes, provide name: \_\_\_\_\_

I will have a presentation

For Handout at Meeting \*

Yes ☐ No ☐

PowerPoint \*\*

Yes ☐ No ☐

\* Handouts require six (6) copies to be provided to the Clerk **prior** to the meeting.

\*\* PowerPoint is to be e-mailed to the Clerk's Office no later than 12:00 Noon on the Tuesday **prior** to the meeting.

Personal information on this form is collected in accordance with the *Municipal Freedom of Information and Protection of Privacy Act* and becomes part of the public record. Questions with respect to the collection and use of this information should be directed to the Clerk's Office at 613-586-2526 or [twpsbcm@xplornet.com](mailto:twpsbcm@xplornet.com).