



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

### **Minutes of November 21, 2019**

Minutes of a regular meeting of Council held on Thursday, November 21, 2019 at 1:00 p.m. in the Municipal Hall.

**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. ROLL CALL** – The following persons were present: Mayor Debbi Grills, Councillors: Brent Allen, Chris Dowser, Fran Kelly-Chamberlain, and Ernie Villeneuve.

**Staff:** Crystal Fischer, Clerk/ Treasurer, members of the public.

**Absent/Regrets:** none

**3. RECITAL OF THE MUNICIPAL MISSION AND VISION STATEMENTS** – Councillor Dowser

**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.

**4. DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF** - none

**5. DEPUTATIONS/PRESENTATIONS** – none

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

Resolution No.: 21/11/19/001

Moved by Councillor Dowser and seconded by Councillor Kelly-Chamberlain

**BE IT RESOLVED THAT** the minutes of the regular meeting of council of October 17, 2019 be accepted as presented.

Carried Unanimously

Minutes for information only -

- Library Board Minutes  
October 1, 2019
- Recreation Committee Minutes  
November 4, 2019

Resolution No.: 21/11/19/002

Moved by Councillor Dowser and seconded by Councillor Kelly-Chamberlain

**BE IT RESOLVED THAT** the Council of the United Township of Head, Clara and Maria does hereby agree to amend the agenda to include discussion of the Request for Proposals of Municipal Boat Launches to be included under New Business.

Carried Unanimously

**7. CORRESPONDENCE & PETITIONS**

**Petitions** - none

**Correspondence**

- i. The Municipality of Prescott - Building Code Act, Delegated Administrative Authority
- ii. Township of Springwater – Conservation Authority Levies
- iii. Township of Ramara – Conservation Authority Exit Clause
- iv. Grey Sauble Conservation – Board of Directors Resolution

- v. Ministry of Natural Resources and Forestry – Environmental Registry Notice
- vi. North Renfrew Family Services – Community Christmas Basket Program
- vii. Child Poverty Action Plan – Request for Support
- viii. Ministry of Energy, Northern Development and Mines – Ontario Energy Rebate
- ix. Amberley Gavel – Meetings Workshop

**Late Correspondence:**

- x. Catholic Women's League – Community Christmas Potluck Donation.
- xi. MuniSoft –Additional User
- xii. Ministry of Municipal Affairs and Housing – Modernization Program  
Action: Clerk to apply for Modernization Program

Resolution No.:21/11/19/003

Moved by Councillor Kelly-Chamberlain and Seconded by Councillor Dowser

**BE IT RESOLVED THAT** the Council of the United Township of Head, Clara and Maria does hereby agree to make the following donations:

North Renfrew Family Services in the amount of \$1500;

Child Poverty Action Network in the amount of \$250;

CWL Community Christmas Potluck in the amount of \$250.

Carried Unanimously

**Action: Clerk to notify CWL that their donation is from Council and the Recreation Advisory Committee.**

Resolution No.:21/11/19/004

Moved by Councillor Kelly-Chamberlain and Seconded by Councillor Dowser

**WHEREAS** Amberley Gavel is hosting a Meetings Workshop at a cost of \$325 plus HST per participant;

**AND WHEREAS** members of Council have expressed an interest in attending;

**AND WHEREAS** Council has a budget of \$3000 remaining for Conventions and Training;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara and Maria does authorize two members of Council to register for and attend the Meetings Workshop at a cost of \$650 + HST.

Carried Unanimously

## 8. MAYOR'S REPORT

- Report 21/11/19/801 – Mayor Debbi Grills

## 9. FINANCIAL REPORTS

- Report 21/11/19/901 –Cheque Log

Resolution No.:21/11/19/005

Moved by Councillor Allen and Seconded by Councillor Villeneuve

**BE IT RESOLVED THAT** The Council of the United Townships of Head, Clara and Maria does hereby accept the Cheque Log totaling \$2,203,620.61, ending November 11, 2019 as presented.

Carried Unanimously

- Report 21/11/19/902 – Draft Budget – for information only.

## 10. UNFINISHED BUSINESS

- Report 21/11/19/1001 – Hall Rental Fee Schedule

Resolution No.:21/11/19/006

Moved by Councillor Villeneuve and Seconded by Councillor Allen

**WHEREAS** Council received Report #21/11/19/1001 concerning event liability insurance including costing;

**THEREFORE BE IT RESOLVED THAT** the Hall Rental Fee Schedule be updated with proposed costing in Report #21/11/19/1001 and returned to Council on December 19, 2019.

Carried Unanimously

- Report 21/11/19/1002 – Public Works Advisory Committee

Resolution No.:21/11/19/007

Moved by Councillor Allen and Seconded by Councillor Villeneuve

**WHEREAS** the newly created Public Works Advisory Committee requires appointments to be made to vacant seats;

**AND WHEREAS** the following persons have indicated their interest in serving on this committee;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby amend the Terms of Reference to allow additional members and appoint the following persons to the Public Works Advisory Committee to run consistent with the remaining Council term until 2022:

Jim Gibson

Neville Chamberlain

David Balla-Boudreau

Andy Boissonneault

John Miller

Pat McGurran

Ken Giroux

With Deputy Mayor Ernie Villeneuve as Council representative and Chairperson, and the Clerk as staff representative.

Carried Unanimously

- Councillor Dowser's report on the Deux Rivières Salt Shed

MLSC has completed trenching and the conduit has been installed; currently waiting for the electrician to install cable. The Missing Link Snowmobile Club has also discussed replacing the doors of the Salt Shed at their cost.

Staff has no issue with doors being replaced at the Club's cost and no issue with the Club drafting the lease to be brought to Council. Mayor Grills suggested it could also be reviewed by the County once drafted by the Club.

## 11. ADDENDUM (NEW BUSINESS)

- Report 21/11/19/1101 – Request to Purchase Road Allowance

Resolution No.:21/11/19/008

Moved by Councillor Villeneuve and Seconded by Councillor Allen

**WHEREAS** Council received Report #21/11/19/1101 regarding a request of a resident to purchase a road allowance leading to water;

**THEREFORE BE IT RESOLVED THAT** The Council of the United Townships of Head, Clara and Maria does hereby decline the request to purchase the road allowance as per past and common practice.

Carried Unanimously

- Report 21/11/19/1102 – Cyber Insurance Coverage

Resolution No.:21/11/19/009

Moved by Councillor Kelly-Chamberlain and Seconded by Councillor Villeneuve

**WHEREAS** Council received Report #21/11/19/1102 regarding Cyber Insurance Coverage along with quotes;

**THEREFORE BE IT RESOLVED THAT** The Council of the United Townships of Head, Clara and Maria does hereby agree to purchase cyber insurance coverage with a one million dollar limit at a cost of \$ 3400 plus 8% tax.

Defeated

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

**Action: Staff to research neighbouring municipalities’ cyber security policies/ procedures and inquire with MuniSoft for their opinion.**  
**Action: Councillor Allen to contact County IT for their opinion.**

- Report 21/11/19/1101 – Job Descriptions  
Resolution No.:21/11/19/010  
Moved by Councillor Dowser and Seconded by Councillor Kelly-Chamberlain  
**BE IT RESOLVED THAT** The Council of the United Townships of Head, Clara and Maria does hereby agree to extend a modified benefits package (including EHC and Dental only) to the temporary positions to be filled January 2020.  
Carried Unanimously

- Report 21/11/19/1101 – RAC Discretionary Spending  
Resolution No.:21/11/19/011  
Moved by Councillor Dowser and Seconded by Councillor Kelly-Chamberlain  
**BE IT RESOLVED THAT** The Council of the United Townships of Head, Clara and Maria does hereby authorize staff to have an annual discretionary spending limit of \$2000 from the Recreation Advisory Committee budget.  
Carried Unanimously

- Request for Proposals for Municipal Boat Launches  
**Action: To be deferred to the first Public Works Advisory Committee meeting.**

**12. CLOSED SESSION**  
Resolution No.: 21/11/19/012  
Moved by Councillor Villeneuve 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 3:23 p.m. to adopt the minutes from the closed meeting of October 17, 2019 and to discuss personal information about identifiable individuals.  
Carried Unanimously

Resolution No.: 21/11/19/013  
Moved by Councillor Allen and Seconded by Councillor Villeneuve  
**WHEREAS** Council went into closed session to adopt minutes from the closed meeting of September 19, 2019 discuss personal information about identifiable individuals;  
**THEREFORE BE IT RESOLVED THAT** this meeting come out of closed session at 4:35 p.m. and the public portion of the meeting continue.  
Carried Unanimously

**13. BUSINESS ARISING FROM CLOSED SESSION**  
Resolution No.: 21/11/19/016  
Moved by Councillor Allen and Seconded by Councillor Villeneuve  
**BE IT RESOLVED THAT** Council of the United Townships of Head, Clara and Maria does accept the minutes of the closed meeting of October 17, 2019 as presented.  
Carried Unanimously

Resolution No.: 21/11/19/017  
Moved by Councillor Kelly-Chamberlain and Seconded by Councillor Dowser

**BE IT RESOLVED THAT** Council of the United Townships of Head, Clara and Maria does hereby award a one-time bonus of \$5000 to the Clerk –Treasurer Crystal Fischer.  
Carried Unanimously

#### 14. QUESTIONS AND ANSWERS

Deep River would like to purchase old rink boards. Council is okay with donating them.

Councillor Allen will be unavailable for the meeting of Council in December.

Hours at Bissett Creek Disposal Site – The Disposal Site Attendant recommends closing one hour early on Saturdays due to low attendance. Council will approve to close early one hour early at Bissett Creek disposal site, each Saturday in December 2019. Reduced winter hours will then follow until spring.

**Action: Clerk to advertise.**

#### 15. CONFIRMATION OF PROCEEDINGS

Resolution No.:21/11/19/014

Moved by Councillor Dowser and seconded by Councillor Kelly-Chamberlain

**BE IT RESOLVED THAT** By-Law 2019-29 being a by-law to confirm proceedings of the Council of the United Townships of Head, Clara & Maria at its meeting held on Thursday, November 21, 2019 be read a first time short and passed.

Carried Unanimously

#### 16. ADJOURNMENT

Resolution No.: 21/11/19/015

Moved by Councillor Villeneuve and seconded by Councillor Allen

**BE IT RESOLVED THAT** this meeting adjourn at 4:58 p.m. to meet again on Thursday, December 19<sup>th</sup>, 2019 at 1:00 p.m.

Carried Unanimously

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**MAYOR**

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**CLERK**