



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

### **Minutes of February 4, 2019**

Minutes of a special meeting of Council held on Monday, February 4, 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, Interim Clerk/ Interim Treasurer, members of the public.

**Consultants:**

**Absent/Regrets:** Melinda Reith, Clerk/CAO; Noella LeBreton, Treasurer;

3. **RECITAL OF THE MUNICIPAL MISSION AND VISION STATEMENTS** - Councillor Kelly-Chamberlain

**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**  
Pecuniary Interest applies to you if it applies to clubs/organizations you are involved in, your employer, or activities of your children, parents or spouse.

#### **5. UNFINISHED BUSINESS**

Resolution 18/12/18/003 – Service Review

Discussion only – see notes on page two.

6. **QUESTIONS AND ANSWERS** - none

#### **7. CONFIRMATION OF PROCEEDINGS**

Resolution #02/04/19/002

Moved by Councillor Allen and seconded by Councillor Villeneuve

**BE IT RESOLVED THAT** By-Law 2019-03 being a by-law to confirm proceedings of the Council of the United Townships of Head, Clara & Maria at its meeting held on Monday, February 4, 2019 be read a first time short and passed.

Carried Unanimously

#### **8. ADJOURNMENT**

Resolution #02/14/19/003

Moved by Councillor Dowser and seconded by Councillor Kelly-Chamberlain

**BE IT RESOLVED THAT** this meeting adjourn at 3:14 p.m. to meet again on Thursday, February 21<sup>st</sup>, 2019.

Carried Unanimously

---

**MAYOR**

---

**CLERK**

## Key notes from discussion:

- Council will represent ratepayers in a leadership role.
- Narrowing focus to administration, finance and recreation.
- Recreation *department, committee*, and services provided through *grant funding* need to be more clearly defined. Recreation Committee is not a department of the municipality; it is a committee of Council. Are we spending too much time and focus on grant funding? Concerns with Rec Committee oversight; seems that there is no direction from staff and oversight of expenditures is required. Council may review goals and future plans with Rec Committee.
- All candidates meeting – need to consider questions that were asked about how municipality is appealing to middle aged groups.
- FIR: How accurate are stats when it says we have 350+ households but population of 200? HCM has lowest revenue for year, highest expense for general governance. Constantly have backlog of work. How is this possible with highest administration costs? Do other municipalities have same amount of backlog?
- This review will reveal how things are functioning; there is still a lot of unknown. This review will hopefully let us know where the money is going, where it should be going and where it can be reduced. Can do broad service review, but Council should narrow and focus on certain areas of implementation.
- Communications – microphone system, audio/visual and IT need assistance. Can leave this in staff's hands, and through budget. Public communication/ Staff-Council can go through procedure by-law. Communication Strategy/ Website overhaul.
- Have a review of everything, good opportunity.
- Communication strategy/ Website to be on review; will be removed if it is too much.
- This review is hoped to be linked to a strategic plan – 5 year. Our strategic plan needs to be re-vamped. They plan and layout LH is clear and concise. Look into other communities' strategic plans online.
- Stakeholders- Council, staff, public, user groups/local groups, the County of Renfrew.
- Public engagement is needed sooner rather than later; may consider public meeting.