



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

Minutes of October 21, 2021

Minutes of a regular meeting of Council held on Thursday, October 21, 2021 at 1:00 p.m.

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 (virtually)

Absent/Regrets: none

Resolution No.: 21/10/21/1001

Moved by Councillor Kelly-Chamberlain and seconded by Councillor Villeneuve

BE IT RESOLVED THAT the Council of the United Townships of Head, Clara and Maria does hereby amend the agenda to include:

16. Closed Session to discuss information concerning identifiable individuals.

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)** - none

7. **CORRESPONDENCE & PETITIONS**

Petitions - none

Correspondence

- i. OHIP Eye Care Resolution – Niagara on the Lake
Action: Clerk to send letter of support.
- ii. Support Resolution – Municipality of Shuniah
- iii. Sale and Easement of Stonecliffe Waste Disposal Site – Cambium
- iv. EA Modernization – MECP
- v. Proposed Amendments to Crown Forest Sustainability Act - NDMNRF
- vi. Decision on the Proposed Land Use Compatibility Guideline- MECP

8. **MAYOR'S REPORT**

- Report 21/10/21/801 – Mayor Debbi Grills

9. **STAFF REPORT** - none

10. **FINANCIAL REPORTS**

- **Report 21/10/21/1001 – Revenue and Expense Report**

Resolution No.: 21/10/21/002

Moved by Councillor Allen and seconded by Councillor Dowser

BE IT RESOLVED THAT Report 21/10/21/1001 - Revenue and Expense Report ending September 30, 2021 be accepted as presented.

Carried Unanimously

- **Report 21/10/21/1002 – 2020 Council Financial Expense Report**

Resolution No.: 21/10/21/003

Moved by Councillor Kelly-Chamberlain and seconded by Councillor Villeneuve

WHEREAS under the Municipal Act, 2001, the Treasurer of each municipality shall in each year provide to the Council of the municipality, an itemized statement of remuneration and expenses paid in the previous year to each member of Council in respect of his or her services as a member of the council;

THEREFORE BE IT RESOLVED THAT the Statement of Expenses for Council for the year 2020 totalling \$31,614.20 be accepted as presented.

Carried Unanimously

11. UNFINISHED BUSINESS

- **Report 21/10/21/1101 – COVID-19 Safe Operations Plan**

Resolution No.: 21/10/21/004

Moved by Councillor Villeneuve and seconded by Councillor Dowser

WHEREAS the Province of Ontario requires all businesses who are in operation to have a written safety plan which addresses public and workplace health and safety concerns regarding COVID-19, and the practises in which businesses will implement in order to mitigate risks of transmission in the community;

AND WHEREAS Council was provided with Report #21/10/21/1101 and enclosed COVID-19 Safe Operations Plan for review and comment;

THEREFORE BE IT RESOLVED THAT Council of the United Townships of Head, Clara & Maria does hereby approve the COVID-19 Safe Operations Plan as amended.

Carried Unanimously

- **Report 21/10/21/1102 – Council Review of Strategic Plan**

Resolution No.: 21/10/21/005

Moved by Councillor Villeneuve and seconded by Councillor Kelly-Chamberlain

HEREAS Council approved the 2019-2022 Strategic Plan in October 2019, which determined desired goals and outcomes to be prioritized during Council's term;

AND WHEREAS Council has accomplished or made great progress towards achieving many of the desired outcomes that were listed in the Strategic Plan;

AND WHEREAS Staff recommends that Council determine priority for any outstanding goals from the Strategic Plan as Council enters its final year of its term;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby direct staff to continue to update policies and procedures.

Carried Unanimously

- **Report 21/10/21/1103 – ICIP Recreation Tender Document**

Resolution No.: 21/10/21/006

Moved by Councillor Kelly-Chamberlain and seconded by Councillor Allen

WHEREAS the municipality has been successful in obtaining funding under the Investing in Canada Infrastructure Program (ICIP) Community Culture and Recreation Stream for community centre and library facility upgrades;

AND WHERAS Council received Report #21/10/21/1103 and ICIP Grant Tender Documents for review and comment;

THEREFORE BE IT RESOLVED THAT Council of the United Townships of Head Clara and Maria does hereby approve the ICIP Grant Tender Documents for public advertisement and tender.

Carried Unanimously

12. ADDENDUM (NEW BUSINESS)

- **Report 21/10/21/1201 – Municipal Office Schedule**

Resolution No.: 21/10/21/007

Moved by Councillor Villeneuve and seconded by Councillor Kelly-Chamberlain

WHEREAS a decision was made in November 2019 to extend office hours on Thursdays until 6:00 p.m.;

AND WHEREAS it is the opinion of current staff that this is not required and that the office should resume regular hours from 8:30 – 4:00 Monday to Friday;

THEREFORE BE IT RESOLVED THAT Council of the United Townships of Head, Clara & Maria does hereby authorize the change in office hours effective immediately.

Carried Unanimously

Resolution No.: 21/10/21/1002

Moved by Councillor Allen and seconded by Councillor Dowser

BE IT RESOLVED THAT the municipal office will be closed from Wednesday December 22, 2021 and re-open on Monday January 3, 2022 to resume regular operating hours.

Carried Unanimously

13. NOTICE OF MOTION - none

14. POLICY AND PROCEDURE REVIEW

• **HR-12 - Merit and Bonus Policy**

Resolution No.: 21/10/21/008

Moved by Councillor Dowser and seconded by Councillor Villeneuve

WHEREAS Council has received and provided input on the updated #HR-12 Merit and Bonus Policy;

THEREFORE BE IT RESOLVED THAT the Council of the United Township of Head, Clara and Maria does hereby adopt #HR-12 Merit and Bonus Policy as presented at the Council meeting on October 21, 2021;

AND FURTHER MORE THAT all previous versions of the Merit and Bonus Policy be repealed, effective October 21, 2021.

Deferred

• **HR-13 – Policy & Guidelines on Attendance Control**

Resolution No.: 21/10/21/009

Moved by Councillor Dowser and seconded by Councillor Kelly-Chamberlain

WHEREAS Council has received and provided input on the updated #HR-13 Policy & Guidelines on Attendance Control;

THEREFORE BE IT RESOLVED THAT the Council of the United Township of Head, Clara and Maria does hereby adopt #HR-13 Policy & Guidelines on Attendance Control as presented at the Council meeting on October 21, 2021;

AND FURTHER MORE THAT all previous versions of the Policy & Guidelines on Attendance Control be repealed, effective October 21, 2021.

Deferred

15. BY-LAWS

• **By-Law #2021-42 – To Amend Procedure By-Law**

Resolution No.: 21/10/21/010

Moved by Councillor Kelly-Chamberlain and seconded by Councillor Dowser

WHEREAS a Notice of Motion was presented at the Regular Meeting of Council on September 22, 2021, for consideration in amending the Procedural Bylaw to include a First Nations land acknowledgement;

AND WHEREAS Council recognizes the First Nations land acknowledgement as a small, but important step towards reconciliation;

THEREFORE BE IT RESOLVED THAT Council of the United Townships of Head, Clara and Maria does hereby amend the procedural by-law 2020-01, Specifically, “Schedule B - Agenda” to include:

“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.”

Carried

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

15. **CLOSED SESSION**

Resolution No.: 21/10/21/011

Moved by Councillor Dowser and seconded by Councillor Allen

WHEREAS the Municipal Act allows for closed meetings under section 239(2)(b) to discuss personal information about identifiable individuals;

THEREFORE BE IT RESOLVED THAT this meeting go into an in camera session at 3:00 p.m.

Carried Unanimously

Resolution No.: 21/10/21/012

Moved by Councillor Dowser and seconded by Councillor Allen

WHEREAS Council went into closed session to discuss personal information about identifiable individuals as per Section 239(b) of the Municipal Act;

THEREFORE BE IT RESOLVED THAT this meeting come out of closed session at 3:46 p.m. and the public portion of the meeting continue.

Carried Unanimously

16. **QUESTIONS AND ANSWERS**

Remembrance Day: Mayor Grills will send out a newsletter and Councillor Allen will lower the flags.

Vaccination Policy – what are other municipalities doing? Some municipalities have already adopted a policy, many are waiting to see what the County of Renfrew passes.

17. **CONFIRMATION OF PROCEEDINGS**

Resolution No.: 21/10/21/013

Moved by Councillor Villeneuve and seconded by Councillor Kelly-Chamberlain

BE IT RESOLVED THAT By-Law 2021-45 being a by-law to confirm proceedings of the Council of the United Townships of Head, Clara & Maria at its meeting held on Thursday, October 21, 2021 be read a first time short and passed.

Carried Unanimously

18. **ADJOURNMENT**

Resolution No.: 21/10/21/014

Moved by Councillor Allen seconded by Councillor Villeneuve

BE IT RESOLVED THAT this meeting adjourn at 4:01 p.m. to meet again on Thursday November 18, 2021 at 1:00 p.m.

Carried Unanimously

MAYOR

CLERK