



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

Minutes of January 18, 2022

Minutes of a regular meeting of Council held on January 18, 2022 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. **TRADITIONAL LAND ACKNOWLEDGEMENT**
As we gather this 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. **ROLL CALL** – The following persons were present: Mayor Debbi Grills (in person), Councillors: Brent Allen, Chris Dowser, Fran Kelly-Chamberlain, and Ernie Villeneuve (virtually).
Staff: Crystal Fischer, Clerk/ Treasurer
Absent/Regrets:

Resolution No.: 22/01/18/1003

Moved by Councillor Allen and seconded by Councillor Kelly-Chamberlain

BE IT RESOLVED THAT Council of the United Townships of Head, Clara and Maria does hereby amend the agenda 17. to include iii. to discuss solicitor-client information.

Carried Unanimously

4. **RECITAL OF THE MUNICIPAL MISSION AND VISION STATEMENTS** – Councillor Allen
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.
5. **DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF** - none
6. **DEPUTATIONS/PRESENTATIONS** - none
7. **ADOPTION OF MINUTES OF PREVIOUS MEETINGS (INCLUDING COMMITTEES)**
Resolution No.: 22/01/18/001
Moved by Councillor Dowser and seconded by Councillor Kelly-Chamberlain
BE IT RESOLVED THAT the minutes of December 16, 2021 be accepted as presented.
Carried
Councillor Allen abstained from voting as he was absent at the meeting.
8. **CORRESPONDENCE & PETITIONS**
Petitions - none

Correspondence

- i. Township of South Frontenac – Joint and Several Liability
Action: Clerk to send letter of support.
- ii. Township of South Frontenac – Standard Time
Action: Clerk to send letter of support.
- iii. Township of Southgate – Annual Emergency Exercise Requirement
Action: Clerk to send letter of support.
- iv. The City of Sarnia – Catch and Release Justice
- v. Ministry of Transportation – Snow Plow Legislative Changes
Action: Clerk to provide questionnaire to Council.

- vi. Town of Bradford West Gwillimbury – Motion Against Quebec’s Bill 21
- vii. Cheryl Gallant – Canada Summer Jobs
Resolution 22/01/18/002
Moved by Councillor Dowser and seconded by Councillor Villeneuve
WHEREAS Canada Summer Jobs aims to help young Canadians develop the skills and gain paid work experience to successfully transition into the labour market;
AND WHEREAS The program provides wage subsidies to create quality summer work experiences for young people aged 15 to 30 years;
AND WHEREAS applications for funding under Canada Summer Jobs are accepted until January 25th, 2022;
THEREFORE BE IT RESOLVED that Council of the United Townships of Head, Clara and Maria does hereby direct staff to submit ~~an~~ two applications under Canada Summer Jobs;
AND FURTHER authorizes the required funding contribution of 50 per cent, up to a maximum of ~~\$2300~~ 4600, not including mandatory employment replacement costs.

Carried Unanimously
- viii. Deep River District Hospital – Long-Term Care Development

9. MAYOR’S REPORT - none

10. STAFF REPORT –

i. Report #22/01/18/1001 – Clerk-Treasurer Report

Resolution No.: 22/01/18/003

Moved by Councillor Allen and seconded by Councillor Kelly-Chamberlain

BE IT RESOLVED THAT the Council of the United Townships of Head, Clara and Maria does hereby direct staff to provide basic office training to its current Hall Caretaker, Glenn Stewart, in the case of an emergent or short notice situation in which the municipal office requires staffing.

Carried Unanimously

ii. Report #22/01/18/1002 – CBO Report

11. FINANCIAL REPORTS

i. Report 22/01/18/1101 – Revenue and Expense Report

Resolution No.: 22/01/18/004

Moved by Councillor Dowser and seconded by Councillor Villeneuve

WHEREAS Council has received Report 22/01/18/1101 – Revenue and Expense Report ending December 31, 2021;

THEREFORE BE IT RESOLVED THAT Council of the United Townships of Head, Clara and Maria does hereby accept the Revenue and Expense Report as presented.

Carried Unanimously

12. UNFINISHED BUSINESS

i. Report 21/12/18/1201 - ICIP RFP Tender Awards

Resolution No.: 22/01/18/1001

Moved by Councillor Villeneuve and seconded by Councillor Dowser

WHEREAS Request for Proposals were advertised for Municipal Building Upgrades and the Replacement of Heating and Water Heating Systems with a closing date of January 6th, 2022;

AND WHEREAS only one submission was received for the municipal building upgrades from William Sons at a cost of \$44,500 plus HST.

AND WHEREAS Three proposals were received for the replacement of the heating and water heat systems:

Bergeron Mechanical - \$12,500 plus HST

Valley Refrigeration - \$285,000 plus HST

Valley Refrigeration - \$292,000 plus HST

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby award RFP-ICIP202102 - Municipal Building Upgrades to

William Sons at a cost of \$44,500 plus HST and RFP-ICIP202101 Replacement of Heating and Water Heater System to Bergeron Mechanical at a cost of \$12,500 plus HST.

Carried Unanimously

13. ADDENDUM (NEW BUSINESS)

i. Report 21/12/18/1301 - Holiday, Sick, Personal and Vacation Policy

Resolution No.: 22/01/18/006

Moved by Councillor Villeneuve and seconded by Councillor Kelly-Chamberlain

WHEREAS Council has received Report 21/12/18/1301 concerning the current Holiday, Sick, Personal and Vacation Policy;

THEREFORE BE IT RESOLVED THAT Council of the United Townships of Head, Clara and Maria does hereby ~~re-instate Sections C. 3. (c) and (f) of the previous Holiday, Sick, Personal and Vacation Policy.~~ Authorize 3.b of previous policy to remain for employees currently receiving 2.5 weeks vacation.

Carried Unanimously

14. NOTICE OF MOTION – none

15. POLICY AND PROCEDURE REVIEW

• HR-14 – Court Leave Policy

Resolution No.: 22/01/18/007

Moved by Councillor Dowser and seconded by Councillor Villeneuve

WHEREAS Council has received and provided input on the updated #HR-14 Court Leave Policy;

THEREFORE BE IT RESOLVED THAT the Council of the United Township of Head, Clara and Maria does hereby adopt #HR-14 Court Leave Policy as amended (to remove 2) at the Council meeting on January 18th, 2022.

Carried Unanimously

• HR-15 – Termination and Resignation Policy

Resolution No.: 22/01/18/008

Moved by Councillor Kelly-Chamberlain and seconded by Councillor Dowser

WHEREAS Council has received and provided input on the updated #HR-15 Termination and Resignation Policy;

THEREFORE BE IT RESOLVED THAT the Council of the United Township of Head, Clara and Maria does hereby adopt #HR-15 Termination and Resignation Policy as amended at the Council meeting on January 18th, 2022.

• Trailer By-Law 2021-47

*Councillor Allen excused himself from the vote due to potential pecuniary interest.

Resolution No.: 22/01/18/1101

Moved by Councillor Kelly-Chamberlain and seconded by Councillor Dowser

BE IT RESOLVED THAT By-Law 2021-47 be amended to include “on vacant land” under 2.1.

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

Carried

Resolution No.: 22/01/18/009
Moved by Councillor Villeneuve and seconded by Councillor Dowser
WHEREAS By-Law # 2021-47 being a by-law for the licensing of trailers located within the Municipality is presented to Council as amended for approval;
THEREFORE BE IT RESOLVED THAT By-Law 2021-47 be read a first, second and third time passed this 18th day of January, 2022.

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

Carried

16. BY-LAWS

17. CLOSED SESSION

Resolution No.: 22/01/18/010
Moved by Councillor Dowser 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 3:43 p.m. to discuss personal information about identifiable individuals, solicitor-client information and adopt minutes of previous meetings.
Carried Unanimously

Resolution No.: 22/01/18/011
Moved by Councillor Allen and seconded by Dowser
WHEREAS Council went into closed session to discuss personal information about identifiable individuals and adopt minutes of previous meetings;
THEREFORE BE IT RESOLVED THAT this meeting come out of closed session at 4:15 p.m. and the public portion of the meeting continue.
Carried Unanimously

Resolution No.: 22/01/18/012
Moved by Councillor Dowser and seconded by Councillor Villeneuve
WHEREAS Council went into closed session under section 239(2)(b) of the Municipal Act;
THEREFORE BE IT RESOLVED THAT Council of the United Townships of Head, Clara and Maria does hereby adopt the minutes of the closed session of Council of November 18th, 2021 and December 16th, 2021.
Carried
*Councillor Allen was not present for the December meeting of Council.

Resolution No.: 22/01/18/013
Moved by Councillor Kelly-Chamberlain and seconded by Councillor Dowser
WHEREAS final employee evaluations were completed in January 2022 with four employees meeting or exceeding expectations resulting in a position for four one step increases and one retroactive step increase as recommended by the Clerk-Treasurer;
THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby agree that based on completed assessments and to become effective January 1st 2022 all staff warranting step increases receive them.
Carried Unanimously

Resolution No.: 22/01/18/1004
Moved by Councillor Dowser and seconded by Councillor Villeneuve
BE IT RESOLVED THAT the Council of the United Townships of Head, Clara and Maria does hereby direct staff to close the Bissett Creek Waste Disposal Site at 2:45 p.m. on Saturdays until April 1st, 2011.
Carried Unanimously

Resolution No.: 22/01/18/1002
Moved by Councillor Villeneuve and seconded by Councillor Kelly-Chamberlain
WHERAS RFT-ICIP2021 was created for the Rehabilitation of the Community Center and Adjoining Library Facility under the ICIP Community, Culture and Recreation Stream;

AND WHEREAS the tender closed December 6th, 2021 with only one submission received in the amount of \$47,700 plus HST, which is over budget of the grant funding received;
THEREFORE BE IT RESOLVED THAT The Council of the United Townships of Head, Clara and Maria does hereby direct staff to negotiate the contract with William Sons.
Carried Unanimously

18. QUESTIONS AND ANSWERS – none

19. CONFIRMATION OF PROCEEDINGS

Resolution No.: 22/01/18/014
Moved by Councillor Allen and seconded by Councillor Kelly-Chamberlain
BE IT RESOLVED THAT BE IT RESOLVED THAT By-Law 2022-01 being a by-law to confirm proceedings of the Council of the United Townships of Head, Clara and Maria at its meeting held on Tuesday, January 18, 2022 be read a first time short and passed.
Carried Unanimously

20. ADJOURNMENT

Resolution No.: 22/01/18/015
Moved by Councillor Dowser seconded by Councillor Villeneuve
BE IT RESOLVED THAT this meeting adjourn at 4:21 p.m. to meet again on Tuesday, February 15th, 2022 at 1:00 p.m.
Carried Unanimously

MAYOR

CLERK