



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

**Minutes of December 17, 2020**

Minutes of a regular meeting of Council held on Thursday, December 17, 2020 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:** Charlotte Toope, Clerk/ Treasurer, members of the public

**Absent/Regrets:**

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** – none

5. **DEPUTATIONS/PRESENTATIONS**

- Judy Cavan – Proposed changes to Road Maintenance
- Tommy Clouthier – Proposed changes to Road Maintenance

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

Resolution No.: 17/12/20/001

Moved by Councillor Dowser and seconded by Councillor Allen

**BE IT RESOLVED THAT** the minutes of the regular meeting of November 19, 2020 be accepted as presented.

Carried Unanimously

Minutes for information only – Library Board Committee – November 3<sup>rd</sup>, 2020

PWAC – November 10<sup>th</sup>, 2020

PWAC – December 8<sup>th</sup>, 2020

7. **CORRESPONDENCE & PETITIONS**

**Petitions** - none

**Correspondence**

- i. Bill 229, Conservation Authorities – City of Shellburne
- ii. OMPF - Letter from Minister Yakabuski
- iii. Property Tax Exemptions for Veterans – Peel
- iv. 2021 OCIF Allocation – Ministry of Infrastructure

8. **MAYOR'S REPORT**

- Report 20/12/17/801 – Mayor Debbi Grills

9. **STAFF REPORT** - None

10. **UNFINISHED BUSINESS**

- Report 20/12/17/1001 – PWAC Recommendations

Resolution No.: 17/12/20/002

Moved by Councillor Villeneuve and seconded by Councillor Dowser

**WHEREAS** the Public Works Advisory Committee has completed two road tours in the United Townships of Head, Clara & Maria;

**AND WHEREAS** the Public Works Advisory Committee has made recommendations for changing the level of maintenance on some municipal roads, outlined in the PWAC recommendations report;

**THEREFORE BE IT RESOLVED THAT** Council does hereby direct that the Level of Service Policy By-Law 2008-06 and Schedule A be updated to reflect the changes discussed, and outlined below. Final policy will be brought back to Council for approval. Clerk to obtain legal opinion on making the recommended updates.

Road	Current	Proposed Change	Notes
Francoeur Road	Maintained: 2.3 km Plowed: 0.4 km	<b>Maintained: 0.4 km</b> Plowed: 0.4	Stop maintenance at farm
Mackey Creed Road	Maintained: 10.9 km Plowed: 2.5 km	<b>Maintained: 2.5 km</b> Plowed: 2.5 km	Stop maintenance at school bus turn around.
Kenny Road	Maintained: 1.8 km Plowed: 0.7 km	<b>Maintained: 0.7 km</b> Plowed: 0.7 km	Stop maintenance after landfill entrance
Buckshot Road	Maintained: Minimal Plowed: None	<b>Maintained: None</b> Plowed: None	Discontinue minimal maintenance
Adelard Road	Maintained: 4 km (minimal) Plowed: None	<b>Maintained: None</b> Plowed: None	Discontinue minimal maintenance
Plains Camp Road	Maintained: Minimal Plowed: None	<b>Maintained: None</b> Plowed: None	Discontinue minimal maintenance

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

Resolution No.: 17/12/20/003

Moved by Councillor Kelly-Chamberlain and seconded by Councillor Villeneuve

**WHEREAS** the Public Works Advisory Committee and staff have reviewed the townships ownership and use of the municipal gravel pit;

**AND WHEREAS** it is the opinion of this committee that the Township should engage in a three year trial of purchasing gravel;

**AND WHEREAS** it is also the opinion of this committee that the Township should not surrender the gravel pit, and should continue to pay the yearly lease fee to maintain ownership of this gravel pit;

**THEREFORE BE IT RESOLVED THAT** Council of the United Townships of Head, Clara & Maria does hereby approve the three year trial of purchasing gravel and discontinuation of the use of the gravel pit.

- Report 20/12/17/1002 – Procedural By-Law Review  
ACTION: Clerk-Treasurer to make suggested updates and bring procedural by-law back to next meeting for review.
- Report 20/12/17/1003 – Policy Review Schedule  
ACTION: Council to review policies as per the schedule and provide feedback to Clerk-Treasurer.

**11. ADDENDUM (NEW BUSINESS)**

- Report 20/12/17/1101 – COLA/CPI

Resolution No.: 17/12/20/004

Moved by Councillor Dowser and seconded by Councillor Villeneuve

**WHEREAS** Council policy and past practice has been to award cost of living adjustments to staff salary and council honorarium when the October to October Consumer Price Index surpassed 1%;

**AND WHEREAS** numbers for Ontario show an increase of 0.7% for 2019-2020;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby direct that there be no cost of living adjustment based on the October to October Statistics Canada's Consumer Price Index for Ontario for salaries and honoraria in 2021.

- Report 20/12/17/1102 – CBO Report
- Report 20/12/17/1103 – Council 2020 Meeting Schedule

Resolution No.: 17/12/20/005

Moved by Councillor Allen and seconded by Councillor Kelly-Chamberlain

**WHEREAS** Council of the United Townships of Head, Clara & Maria has agreed to hold an average of one regular Council meeting per month as per section 4.2.1 of By-Law 2019-09;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby agree to set its 2021 meeting schedule as outlined:

<b>Meeting Date</b>	<b>Time</b>
Thursday, January 21, 2021	1:00 pm
Thursday, February 18, 2021	1:00 pm
Thursday, March 18, 2021	1:00 pm
Thursday, April 15, 2021	1:00 pm
Thursday, May 13, 2021	1:00 pm
Thursday, June 17, 2021	1:00 pm
Saturday, August 21, 2021	1:00 pm
Thursday, September 16, 2021	1:00 pm
Thursday, October 21, 2021	1:00 pm
Thursday, November 18, 2021	1:00 pm
Thursday, December 16, 2021	1:00 pm

- Report 20/12/17/1101 – Council 2020 Donations

Resolution No.: 17/12/20/009

Moved by Councillor Dowser and seconded by Councillor Kelly-Chamberlain

**WHEREAS** Council has reviewed Report 20/12/17/1001 – Council Donations and recognizes that there may be an increased need at this time of year due to COVID;

**BE IT RESOLVED THAT** Council does hereby direct that the Council budget for donations be increased to \$3,000 for the 2020 budget year.

**ACTION:** Clerk-Treasurer to provide donations to the following:

- North Renfrew Family and Children's Services (\$1,500)
- Bernadette McCann House (\$500)
- Deep River Food Bank (\$500)
- CPAN (\$500)
- Report 20/12/17/1101 – Tax Billing Error

- Report 20/12/17/1101 – Community Safety and Well Being Plan

Resolution No.: 17/12/20/006

Moved by Councillor Dowser and seconded by Councillor Allen

**WHEREAS** the province of Ontario has enacted legislation which now forms part of the Police Services Act of Ontario, requiring all municipalities to develop a community safety and well-being plan and publish that completed plan on the internet;

**AND WHEREAS** the legislation permits municipalities to work together to complete a joint community safety and well-being plan that focuses on emergency response, risk mitigation, prevention and social development as the pillars of community safety and well-being planning;

**AND WHEREAS** there have been discussions and a consensus has been reached between the municipalities of the City of Pembroke, the Town of Petawawa, the Town of Laurentian Hills, the Town of Deep River, the Township of Laurentian Valley, the Townships of Whitewater Region, The United Townships of Head Clara & Maria, the Township of North Algona Wilberforce and portions of Admaston Bromley, to develop a joint community safety and well-being plan;

**AND WHEREAS** the City of Pembroke has obtained a provincial grant and hired a qualified coordinator to guide the municipalities through the plan development process;

**AND WHEREAS** an advisory committee has been established with broad representation from the participating municipalities including municipal employees and members of the respective councils as well as representatives of local health, human and justice services;

**NOW BE IT THEREFORE RESOLVED** that the United Townships of Head, Clara & Maria formally agree to participating in the development of a joint community safety and well-being plan guided by the advisory committee which will develop and present a joint plan for the review and ultimate final approval by each participating council.

## 12. BY-LAWS

- Emergency Management #2020-19

Resolution No.: 17/12/20/007

Moved by Councillor Kelly-Chamberlain and seconded by Councillor Allen

**WHEREAS** By-Law #2020-19 being a by-law to adopt the municipality's Emergency Management Program, Program Committee and Emergency Response Plan presented to Council to obtain compliance with 2020 regulations;

**THEREFORE BE IT RESOLVED THAT** By-Law 2020-19 be read a first, second and third time passed this 17<sup>th</sup> day of December, 2020.

- Interim Taxation By-Law #2020-20

Resolution No.: 17/12/20/008

Moved by Councillor Allen and seconded by Councillor Dowser

**WHEREAS** By-Law # 2020-20 being a by-law to provide for an interim tax levy on properties designated as residential, farmland, managed forest, pipeline, industrial and commercial and to provide for payment of taxes and penalty and interest of 1.25% is presented to Council for approval.

**THEREFORE BE IT RESOLVED THAT** By-Law 2020-20 be read a first, second and third time and passed this 17<sup>th</sup> day of December 2020

## 13. CLOSED

- Report 20/12/17/1301 – Employee Contracts

Resolution No.: 17/12/20/009

Moved by Councillor Kelly-Chamberlain and seconded by Councillor Villeneuve

**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 4:08 p.m. to discuss Report #20/20/17/1301 – Employee Contracts.

Resolution No.: 17/12/20/010

Moved by Councillor Allen and seconded by Councillor Dowser

**WHEREAS** Council went into closed session to discuss Report #20/12/17/1301 – Employee Contracts

**THEREFORE BE IT RESOLVED THAT** this meeting come out of closed session at 5:22 p.m. and the public portion of the meeting continue.

Resolution No.: 17/12/20/013

Moved by Councillor Villeneuve and seconded by Councillor Kelly-Chamberlain

**WHEREAS** Council has reviewed report #20/12/17/1301 regarding Employee Contracts;

**BE IT RESOLVED THAT** Council does hereby approve a three month extension of the current Public Works Labourer contract.

ACTION: Clerk-Treasurer to schedule a special closed meeting of Council to discuss employee contracts.

#### 14. QUESTIONS AND ANSWERS

- Request to follow up on debris that is still on the side of Highway 17 in Bisset Creek.
- Question regarding whether it was appropriate for reports from committees to come from Council rep on the committee, or if they should come from staff.

#### 15. CONFIRMATION OF PROCEEDINGS

Resolution No.: 17/12/20/012

Moved by Councillor Kelly-Chamberlain and seconded by Councillor Dowser

**BE IT RESOLVED THAT** By-Law 2020-21 being a by-law to confirm proceedings of the Council of the United Townships of Head, Clara & Maria at its meeting held on Thursday, December 17<sup>th</sup>, 2020 be read a first time short and passed.

Carried Unanimously

#### 16. ADJOURNMENT

Resolution No.: 17/12/20/011

Moved by Councillor Kelly-Chamberlain seconded by Councillor Allen

**BE IT RESOLVED THAT** this meeting adjourn at 5:42 p.m. to meet again on Thursday, January 21<sup>st</sup>, 2020 at 1:00 p.m.

Carried Unanimously

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**MAYOR**

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**CLERK**

**DISCUSSION NOTES:**