



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

**Minutes of October 15, 2020**

Minutes of a regular meeting of Council held on Thursday, September 17<sup>th</sup>, 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 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**

- Councillor Allen declared a conflict of interest regarding Report 20/10/15/1101.

5. **DEPUTATIONS/PRESENTATIONS**

- Maclaren Consulting – Service Delivery Review report

Resolution No.: 15/10/20/002

Moved by Councillor Kelly-Chamberlain and seconded by Councillor Villeneuve

**WHEREAS** the United Townships of Head, Clara and Maria received a Modernization grant in the amount of \$40,000 to conduct a Service Delivery Review;

**AND WHEREAS** a competitive procurement cycle was completed and Maclaren Consulting was hired to conduct the Service Delivery Review;

**AND WHEREAS** Maclaren Consulting has completed the consultation and review process and has presented a Final Draft Report to Council at the October 15th, 2020 Council meeting;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria has reviewed the Final Draft Report and accepts the report as presented.

Carried Unanimously

**ACTION:** Additional information was requested for several items and will be followed up on by Maclaren Consulting and Clerk-Treasurer.

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

Resolution No.: 15/10/20/001

Moved by Councillor Dowser and seconded by Councillor Kelly-Chamberlain

**BE IT RESOLVED THAT** the minutes of the regular meeting of September 17, 2020 be accepted as presented.

Carried

Minutes for information only – Library Board Committee – September 2<sup>nd</sup>, 2020

7. **CORRESPONDENCE & PETITIONS**

**Petitions** - none

**Correspondence**

- i. Safe Restart Agreement – Phase 2 – MMAH
- ii. Parkland Dedication, Development Charges and the Community Benefits Charges Authority – MMAH
- iii. National Defence Veterans Speakers Program – National Defence
- iv. Ferry Resolution – Loyalist Township
- v. Resolution Requesting Changes to Municipal Elections Act – Wollaston Township

**ACTION:** Clerk-Treasurer to send letter of support.

- vi. Request for Delegated Authority – Township of Whitewater Region
- vii. OPP Billing Statement and Webinar – Ontario Provincial Police
- viii. Off Road By-Law – County of Renfrew
- ix. Distribution of Plans of Survey – AOLS
- x. Role of Surveyors in Municipal Work – AOLS

#### 8. MAYOR'S REPORT

- Report 20/10/15/801 – Mayor Debbi Grills

#### 9. STAFF REPORT - None

#### 10. UNFINISHED BUSINESS

- Report 20/10/15/1001 – Public Works Truck Purchase (Tender 2020-06)

Resolution 15/10/20/003

Moved by Councillor Villeneuve and seconded by Councillor Allen

**WHEREAS** the purchase of a new Public Works truck was approved as a part of the 2020 Municipal Budget;

**AND WHEREAS** a competitive procurement cycle has taken place and as a result three tender responses were received;

**THEREFORE BE IT RESOLVED THAT** Council does hereby direct staff to proceed with purchasing the tender bid that is of lowest cost and meets all requirements of the tender.

Carried

#### 11. ADDENDUM (NEW BUSINESS)

- Report 20/10/15/1101 – Municipal Tourism Photograph Session  
ACTION: Clerk-Treasurer will contact Ottawa Valley Tourism Association to gather further information.

- Report 20/10/15/1102 – Municipal Outhouse Expense

Resolution No.: 15/10/20/005

Moved by Councillor Kelly-Chamberlain and seconded by Councillor Dowser

**WHEREAS** it has come to the attention of the Clerk-Treasurer that the municipal outhouses have not been pumped since 2017 and they will require septic pumping this year;

**AND WHEREAS** this will result in an expense of approximately \$1800 that was not included in the 2020 municipal budget;

**AND WHEREAS** the septic pumping of these tanks is deemed to be prudent to prevent potential damage to the tanks from over filling;

**THEREFORE BE IT RESOLVED THAT** Council of the United Townships of Head, Clara & Maria does hereby approve the additional expense associated with pumping of the municipal outhouses.

Carried Unanimously

- Report 20/10/15/1103 – Office Christmas Closure

Resolution No.: 15/10/20/006

**WHEREAS** staff have requested that the municipal office be closed over the Christmas holidays as office volume is typically low at this time;

**THEREFORE BE IT RESOLVED THAT** Council of the United Townships of Head, Clara & Maria does hereby authorize the closure of the municipal office as outlined in report #20/10/15/1103.

Carried Unanimously

See end of minutes for closure dates.

#### 12. BY-LAWS

- None

#### 14. QUESTIONS AND ANSWERS

- i. Remembrance Day – there will be no official ceremony. A newsletter will be sent out in advance of the date and Councillor Allen has offered to lower flags to half-mast.
- ii. Council has been invited to participate in a webinar presented by E4M and Wishart Law titled “Making the Most of a Good Crisis – Thoughts and Tools for Sustaining Community”. This will be held on the morning of October 23<sup>rd</sup>.
- iii. Requested that PWAC agendas packages be sent to Council going forward.  
ACTION: Clerk-Treasurer will copy Council on package distribution.

**15. CONFIRMATION OF PROCEEDINGS**

Resolution No.: 15/10/20/007

Moved by Councillor Allen and seconded by Councillor Villeneuve

**BE IT RESOLVED THAT** By-Law 2020-15 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 15<sup>th</sup>, 2020 be read a first time short and passed.

Carried Unanimously

**16. ADJOURNMENT**

Resolution No.: 15/10/20/008

Moved by Councillor Dowser seconded by Councillor Villeneuve

**BE IT RESOLVED THAT** this meeting adjourn at 3:57 p.m. to meet again on Thursday, November 19, 2020 at 1:00 p.m.

Carried Unanimously

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**MAYOR**

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**CLERK**

**DISCUSSION NOTES:**

**Office Christmas Closure**

The office will be closed to the public starting December 24<sup>th</sup> and will reopen on January 4<sup>th</sup>.