



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

Minutes of January 28, 2021

Minutes of a regular meeting of Council held on Thursday, January 28, 2021 at 1:00 p.m. electronically.

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 (virtually)

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**

5. **DEPUTATIONS/PRESENTATIONS** – none

Resolution No.: 28/01/21/001

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 amend the agenda to include discussion of

11.3 Mutual Assistance Agreement – County of Renfrew

Carried Unanimously

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

Resolution No.: 28/01/21/002

Moved by Councillor Dowser and seconded by Councillor Villeneuve

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

Carried Unanimously

7. **CORRESPONDENCE & PETITIONS**

Petitions - none

Correspondence

- i. Rural Economic Development Fund – MAFRA
- ii. Cap on Gas Plan and Greenhouse Gas Pollution – Town of Lincoln
- iii. Resolution Re: Insurance Premiums – Municipality of Charlton and Dack
ACTION: Clerk-Treasurer to send a letter of support based on council discussions and feedback.
- iv. Library Fundraising Request
ACTION: Council supportive of request. Staff to discuss details of request with Library Board.
- v. EOWC Appoints Chair and Vice Chair

8. **MAYOR'S REPORT**

- Report 21/01/28/801 – Mayor Debbi Grills

9. **STAFF REPORT** - None

10. **UNFINISHED BUSINESS**

- Procedural By-Law #2020-01

Resolution No.: 28/01/21/003

Moved by Councillor Villeneuve and seconded by Councillor Kelly-Chamberlain

BE IT RESOLVED THAT By-Law 2021-01 being a by-law to establish rules governing the proceedings of Council, the calling of meetings and the conduct of members be read a first, second and third time passed.

AND FURTHERMORE that By-Law 2019-09 and By-Law 2020-04 are repealed.

Carried Unanimously

11. ADDENDUM (NEW BUSINESS)

- Report 20/01/21/1101 – Boat Launch Repair Tender

Resolution No.: 28/01/21/004

Moved by Councillor Dowser and seconded by Councillor Allen

WHEREAS Council has been provided with Municipal Boat Launch Tender documents for review and input;

THEREFORE BE IT RESOLVED THAT Council of the United Townships of Head, Clara and Maria does hereby direct staff to advertise the tender documents for Municipal Boat Launch Repairs.

Carried Unanimously

- Report 20/01/21/1102 – Council Committees

Resolution No.: 28/01/21/005

Moved by Councillor Allen and seconded by Councillor Villeneuve

WHEREAS the *Municipal Act, 2001* states:

238 (1) In this section and in sections 239 and 239.2,

“committee” means any advisory or other committee, subcommittee or similar entity of which at least 50 percent of the members are also members of one or more councils or local boards;

AND WHEREAS both the Recreational Advisory Committee and the Public Works Advisory Committee do not meet the requirements of 50 percent of members being council members ;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby direct the Clerk-Treasurer to update the Terms of Reference for each of these to reflect that they are advisory groups, not committees;

Resolution No.: 28/01/21/005

Moved by Councillor Villeneuve and seconded by Councillor Kelly-C

WHEREAS Council has reviewed the recommendation to create a Committee of the Whole;

BE IT RESOLVED THAT Council does hereby direct that a Council Committee of the Whole to discuss recommendations from a variety of issues be developed.

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

- Mutual Assistance Agreement – County of Renfrew

Resolution No.: 28/01/21/006

Moved by Councillor Dowser and seconded by Councillor Kelly-Chamberlain

WHEREAS the County of Renfrew has entered into a discussions regarding a Mutual Assistance Agreement between the upper and lower tier municipalities which comprise the County of Renfrew;

AND WHEREAS a draft Mutual Assistance Agreement has been circulated for input and review;

AND WHEREAS the Council of the United Townships of Head, Clara and Maria does see the benefit in a Mutual Assistance Agreement between municipalities in the County of Renfrew;

THEREFORE BE IT RESOLVED THAT the Council of the United Township of Head, Clara and Maria does hereby direct that the Clerk-Treasurer be permitted to continue engaging in discussions regarding a Mutual Assistance Program with the County of Renfrew. No formal agreement will be entered into without Council approval.

12. BY-LAWS

- None

13. POLICY AND PROCEDURE REVIEW

Resolution No.: 28/01/21/007

Moved by Councillor Dowser and seconded by Councillor Kelly-Chamberlain

WHEREAS Council has received and provided input on the updated #C-01 Council and Staff Relations Policy;

THEREFORE BE IT RESOLVED THAT the Council of the United Township of Head, Clara and Maria does hereby adopt #C-01 Council and Staff Relations Policy as presented at the Council meeting on January 28th, 2021;

AND FURTHER MORE THAT all previous versions of the Council and Staff Relations Policy be repealed, effective January 28th, 2021.

Resolution No.: 28/01/21/008

Moved by Councillor Dowser and seconded by Councillor Kelly-Chamberlain

WHEREAS Council has received and provided input on the updated #HR-01 Harassment, Bullying and Workplace Violence Policy;

THEREFORE BE IT RESOLVED THAT the Council of the United Township of Head, Clara and Maria does hereby adopt #HR-01 Harassment, Bullying and Workplace Violence Policy as presented at the Council meeting on January 28th, 2021;

AND FURTHER MORE THAT all previous versions of the Harassment, Bullying and Workplace Violence Policy be repealed, effective January 28th, 2021.

14. QUESTIONS AND ANSWERS

- Inquiry regarding loggers on Kenny Rd. Clerk-Treasurer to follow up.
- Inquiry regarding request for waste from Brent Rd CN Motel to be brought to municipal landfill.

15. CONFIRMATION OF PROCEEDINGS

Resolution No.: 28/01/21/009

Moved by Councillor Dowser and seconded by Councillor Kelly-Chamberlain

BE IT RESOLVED THAT By-Law 2021-02 being a by-law to confirm proceedings of the Council of the United Townships of Head, Clara & Maria at its meeting held on Thursday, January 28th, 2021 be read a first time short and passed.

Carried Unanimously

16. ADJOURNMENT

Resolution No.: 28/02/21/010

Moved by Councillor Allen seconded by Councillor Dowser

BE IT RESOLVED THAT this meeting adjourn at 3:14 p.m. to meet again on Thursday, February 4, 2021 at 1:00 p.m. for a special meeting to review employee contracts.

Carried Unanimously

MAYOR

CLERK

DISCUSSION NOTES: