



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

Minutes of February 25, 2021

Minutes of a regular meeting of Council held on Thursday, February 25, 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

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** – Judy Cavan – PWAC Recommendations

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

Resolution No.: 25/02/21/001

Moved by Councillor Dowser and seconded by Councillor Kelly-Chamberlain

BE IT RESOLVED THAT the minutes of:

- i. the special meeting of December 12th, 2020;
- ii. the regular meeting of January 28th, 202, and;
- iii. the special meeting of February 4, 2021

be accepted as amended.

Carried Unanimously

7. **CORRESPONDENCE & PETITIONS**

Petitions - none

Correspondence

- i. Infrastructure Funding – Town of Bracebridge
- ii. Modernization Program (Intake 2) – MMAH
- iii. CSWB Extension Request - Township of Asphodel-Norwood
ACTION: Clerk-Treasurer to send letter of support.
- iv. Letter from resident – E. Francoeur
- v. Fred Dean Webinars

8. **MAYOR'S REPORT**

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

9. **STAFF REPORT** - None

10. **UNFINISHED BUSINESS**

- **Report 21/02/18/1001 – PWAC Road Maintenance Recommendations (Level of Service Policy and By-Law)**

ACTION: Clerk-Treasurer to update the Level of Service and Road Construction Minimum Standards Policy to reflect that maintenance would not be completely discontinued on the proposed portions of road, but rather that these portions of road would receive emergency maintenance only.

- **Report 21/02/18/1002 – Haines Severance/MTO**

Resolution No.: 25/02/21/003

Moved by Councillor Dowser and seconded by Councillor Allen

WHEREAS Mr. Edwin Haines has applied to sever his property through the County of Renfrew;

AND WHEREAS the Ministry of Transportation (MTO) has objected to the severance as the land described below used to access the property is owned by MTO;

Part of Broken Lot 1, Concession A

Geographic Township of Head

Now in the Township of Head, Clara and Maria

County of Renfrew

Designated as Part of Part 2, Ministry Plan R165055 (P-2585-40)

As closed by Instrument No. R165055

Lying east of the easterly limit of Lot 2, Concession A

And west of the Road Allowance between the townships of Head and Rolph

And being all of PIN 57046-0092 (LT)

AND WHEREAS MTO has requested that the ownership of the described land be transferred to the United Townships of Head, Clara & Maria;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara and Maria is supportive of these lands being transferred to the township with the intention to transfer this described land directly to Mr. Edwin Haines, with all future costs directly associated with the transfer of the land from the MTO to HCM to Mr. Edwin Haines being paid by Mr. Edwin Haines.

Carried Unanimously

- **Report 21/02/18/1003 – Updated TOR for Advisory Groups**

Resolution No.: 25/02/21/004

Moved by Councillor Villeneuve and seconded by Councillor Kelly-Chamberlain

WHEREAS the Clerk-Treasurer was directed to update the Terms of Reference to reflect the change in terminology from Advisory Committees to Advisory Groups by Resolution #: 28/01/21/005;

AND WHEREAS Council has been provided with the updated Terms of Reference for review;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara and Maria does hereby approve the updated Terms of Reference for the Recreational Advisory Group and the Public Works Advisory Group as amended.

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> X </u>	Nay <u> </u>

Carried

11. ADDENDUM (NEW BUSINESS)

- Report 21/02/18/1101 – Draft Budget

12. BY-LAWS

- None

13. POLICY AND PROCEDURE REVIEW

Resolution No.: 25/02/21/005

Moved by Councillor Dowser and seconded by Councillor Kelly-Chamberlain

WHEREAS Council has received and provided input on the updated #A-01 Customer Service and Communication Policy;

THEREFORE BE IT RESOLVED THAT the Council of the United Township of Head, Clara and Maria does hereby adopt #A-01 Customer Service and Communication Policy as presented at the Council meeting on February 25th, 2021;

AND FURTHER MORE THAT all previous versions of the Customer Service Policy be repealed, effective February 25th, 2021.

Carried Unanimously

Resolution No.: 25/02/21/006

Moved by Councillor Villeneuve and seconded by Councillor Allen

WHEREAS Council has received and provided input on the updated #HR-02 Alternate Work Schedule Policy;

THEREFORE BE IT RESOLVED THAT the Council of the United Township of Head, Clara and Maria does hereby adopt #HR-02 Alternate Work Schedule Policy as amended at the Council meeting on February 25th, 2021;

AND FURTHER MORE THAT all previous versions of the Alternate Work Schedule Policy be repealed, effective February 25th, 2021.

Carried Unanimously

Resolution No.: 25/02/21/007

Moved by Councillor Kelly-Chamberlain and seconded by Councillor Villeneuve

WHEREAS Council has received and provided input on the updated #HR-03 Telecommuting Policy;

THEREFORE BE IT RESOLVED THAT the Council of the United Township of Head, Clara and Maria does hereby adopt #HR-Telecommuting Policy as presented at the Council meeting on February 25th, 2021;

Carried Unanimously

14. Closed Session

Resolution No.: 25/02/21/008

Moved by Councillor Allen and seconded by Councillor Dowser

WHEREAS the Municipal Act allows for closed meetings under section 239(2)(b);

labour relations or employee negotiations

THEREFORE BE IT RESOLVED THAT this meeting go into an in camera session at 4:34 p.m. to discuss updated salary scale.

Resolution No.: 25/02/21/009

Moved by Councillor Allen and seconded by Councillor Kelly-Chamberlain

WHEREAS Council went into closed session to discuss

labour relations or employee negotiations

THEREFORE BE IT RESOLVED THAT this meeting come out of closed session at 4:46 p.m. and the public portion of the meeting continue.

Resolution No.: 25/02/21/010

Moved by Councillor Villeneuve and seconded by Councillor Dowser

WHEREAS Council directed the Clerk-Treasurer at the closed meeting on February 4th, 2021 to update the salary scale based on discussions at that meeting;

THEREFORE BE IT RESOLVED THAT the Council of the United Township of Head, Clara and Maria does hereby approve the salary scale as amended to add line for Chief Building Official.

AND FURTHER MORE THAT the approved salary scale become effective as of Monday, March 1st, 2021.

14. QUESTIONS AND ANSWERS

- Question regarding loggers using municipal roads and the liability associated with this. Clerk-Treasurer will follow up with MNRF.
- Inquiry about when new Public Works truck will arrive. Scheduled to arrive February 26th, 2021.
- Inquiry about suggested changes to Dunlop entrance. COR is completing culvert work in that area at this time. Investigations will proceed in the Spring.

15. CONFIRMATION OF PROCEEDINGS

Resolution No.: 25/02/28/011

Moved by Councillor Dowser and seconded by Councillor Allen

BE IT RESOLVED THAT By-Law 2021-05 being a by-law to confirm proceedings of the Council of the United Townships of Head, Clara & Maria at its meeting held on Thursday, February 25th, 2021 be read a first time short and passed.

Carried Unanimously

16. ADJOURNMENT

Resolution No.: 28/02/21/010

Moved by Councillor Dowser seconded by Councillor Kelly-Chamberlain

BE IT RESOLVED THAT this meeting adjourn at 5:01 p.m. to meet again on Thursday, March 18th, 2021 at 1:00 p.m..

Carried Unanimously

MAYOR

CLERK

DISCUSSION NOTES: