



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

Minutes of March 18, 2021

Minutes of a regular meeting of Council held on Thursday, March 18, 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 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**

5. **DEPUTATIONS/PRESENTATIONS** – none

Resolution No.: 18/03/21/001

Moved by Councillor Kelly-Chamberlain and seconded by Councillor Villeneuve

BE IT RESOLVED THAT the Council of the United Townships of Head, Clara and Maria does hereby amend the agenda to include discussion of 10.3 GIG Project Advocacy
Carried Unanimously

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

Resolution No.: 18/03/21/002

Moved by Councillor Dowser and seconded by Councillor Kelly-Chamberlain

BE IT RESOLVED THAT the minutes of February 25, 2021 be accepted as amended.
Carried Unanimously

7. **CORRESPONDENCE & PETITIONS**

Petitions - none

Correspondence

- i. Open letter to Ontario Municipal Councils – AMCTO
- ii. Requested amendments to Municipal Elections Act - Township of The Archipelago
ACTION: Clerk-Treasurer to send Letter of Support.
- iii. Automatic Speed Enforcement – Township of Glengarry
- iv. Advocacy for Reform to MFIPPA – Support from Township of Glengarry
ACTION: Clerk-Treasurer to send letter of support.
- v. Letter of Support for OFC – Township of Strong
- vi. COVID 19 Recovery Funding – MMAH

8. **MAYOR'S REPORT**

- Report 21/03/25/801 – Mayor Debbi Grills

9. **STAFF REPORT** - None

10. **UNFINISHED BUSINESS**

- **Report 21/03/25/1001 – PWAC Road Maintenance Recommendations (Level of Service Policy and By-Law)**

ACTION: Council to review draft policies distributed at end of meeting and provide feedback to Clerk-Treasurer in advance of next meeting.

- **Report 21/03/25/1002 – Boat Launch Tender Results**

Resolution No.: 18/03/21/004

Moved by Councillor Dowser and seconded by Councillor Villeneuve

WHEREAS a tender procurement cycle has been completed for the work required at the municipal boat launches;

AND WHEREAS Council of the United Townships of Head, Clara & Maria has reviewed the recommendations of the Clerk-Treasurer;

AND WHEREAS all tender submissions exceed the funds provided in the Main Street Revitalization grant;

NOW THEREFORE BE IT RESOLVED THAT Council does hereby direct the Clerk-Treasurer to proceed with awarding the tender contract for both tenders

AND FURTHERMORE that the costs in excess of the amount allocated in the Main Street Revitalization be funded through reserve funds from prior yeas surplus

AND FINALLY THAT that the tender contract be awarded to 11425579 Canada Inc.

Carried Unanimously

- **EORN GIG Project Advocacy**

Resolution No.: 18/03/21/005

Moved by Councillor Kelly-Chamberlain and seconded by Councillor Allen

WHEREAS residents and businesses across our municipality need access to modern and adequate access to high-speed broadband services.

AND WHEREAS the demand for high-speed broadband services will continue to grow year after year.

AND WHEREAS our residents and businesses should not continue to be disadvantaged by the lack of access to high-speed services.

AND WHEREAS the Eastern Ontario Regional Network (EORN) has submitted a comprehensive regional project to deliver a Gig (up to 1,000 Mbps) of speed that will serve our residents and businesses long into the future.

AND WHEREAS EORN's approach has proven itself very successful and represents an efficient and effective way to solve our broadband needs.

NOW THEREFORE the Council of the United Townships of Head, Clara & Maria request both the federal and provincial governments to immediately fund the EORN Gig Project.

AND FINALLY THAT a letter of support with a copy this resolution be sent to Minister Monsef and Minister Scott with copies to our Member of Parliament and Member of Provincial Parliament.

Carried Unanimously

11. ADDENDUM (NEW BUSINESS)

- **Report 21/03/18/1101 – Marmak Asset Management Proposal**

Resolution No.: 18/03/21/006

Moved by Councillor Dowser and seconded by Councillor Kelly-Chamberlain

WHEREAS it is required under *Asset Management Planning for Municipal Infrastructure Regulation, O. Reg. 588/17*, that all Ontario municipalities have an asset management plan that outlines commitments to best practices and continuous improvement;

AND WHEREAS Marmak has provided the Clerk-Treasurer with a proposal to provide services, training and documents to help us meet the legislative requirements;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby direct the Clerk-Treasurer to enter into a contract with Marmak for the services outlined in the proposal at a cost of \$10,000 for 2021 and an annual cost of \$3,000 for software licensing starting in July 2022.

AND FURTHERMORE that the costs be funded through Modernization funding in reserves

Carried Unanimously

- **Report 21/03/18/1102 – Wishart Law Minutes**

Resolution No.: 18/03/21/007

Moved by Councillor Allen and seconded by Councillor Villeneuve

WHEREAS it is viewed as prudent by Council for staff to have the ability to consult with a lawyer on a variety of municipal issues;

AND WHEREAS the minutes purchased for lawyer consultation in 2018 have been nearly exhausted;

AND WHEREAS Council has reviewed the minutes packages available for purchase from Wishart Law;

NOW THEREFORE BE IT RESOLVED that the Council of the United Townships of Head, Clara & Maria does hereby direct staff to proceed with purchasing the Gold Package 2.

AND FURTHERMORE that the costs be funded through 2021 taxation revenue

Carried Unanimously

12. POLICY AND PROCEDURE REVIEW

Resolution No.: 18/03/21/008

Moved by Councillor Kelly-Chamberlain and seconded by Councillor Dowser

WHEREAS Council has received and provided input on the updated #HR-04 Employee Code of Conduct Policy;

THEREFORE BE IT RESOLVED THAT the Council of the United Township of Head, Clara and Maria does hereby adopt #HR-04 Employee Code of Conduct Policy as amended at the Council meeting on March 18th, 2021;

AND FURTHER MORE THAT all previous versions of the Employee Code of Conduct Policy be repealed, effective February 25th, 2021.

Carried Unanimously

Resolution No.: 18/03/21/009

Moved by Councillor Allen and seconded by Councillor Dowser

WHEREAS Council has received and provided input on the updated #HR-05 Travel Compensation and Expense Policy;

THEREFORE BE IT RESOLVED THAT the Council of the United Township of Head, Clara and Maria does hereby adopt #HR-05 Travel Compensation and Expense Policy as presented at the Council meeting on March 18th, 2021;

AND FURTHER MORE THAT all previous versions of the Mileage and Travel Compensation Policy and Expense Policy be repealed, effective March 18th, 2021.

Carried Unanimously

13. BY-LAWS

- 2021-06 To Adopt Policy HR-01 Harassment, Bullying and Workplace Violence
- 2021-07 To Adopt Policy C-01 Council and Staff Relations
- 2021-08 To Adopt Policy A-01 Customer Service and Communication
- 2021-09 To Adopt Policy HR-02 Alternate Work Schedule
- 2021-10 To Adopt Policy HR-03 Telecommuting Policy
- 2021-11 To Adopt Policy HR-04 Code of Conduct for Employees
- 2021-12 To Adopt Policy HR-05 Travel Compensation and Expense Policy

14. QUESTIONS AND ANSWERS

- Question regarding the difference between AADT and ADT in the roads policies. AADT refers to the Average Annual Daily Traffic and ADT refers to the Average Daily Traffic, the latter is a more up to date term.
- Congratulations to Marlene Gibson who has received the Bernice Blimke Woman of the Year award.
- Feedback provided to Clerk-Treasurer on continuing with current process for reviewing and approving policies.

15. CONFIRMATION OF PROCEEDINGS

Resolution No.: 18/03/21/0010

Moved by Councillor Allen and seconded by Councillor Villeneuve

BE IT RESOLVED THAT By-Law 2021-13 being a by-law to confirm proceedings of the Council of the United Townships of Head, Clara & Maria at its meeting held on Thursday, March 18th, 2021 be read a first time short and passed.

Carried Unanimously

16. ADJOURNMENT

Resolution No.: 18/03/21/0011

Moved by Councillor Kelly-Chamberlain seconded by Councillor Dowser

BE IT RESOLVED THAT this meeting adjourn at 3:00 p.m. to meet again on Friday, March 26th, 2021 at 1:00 p.m. for a Special Meeting of Council to discuss the 2021 Budget.

Carried Unanimously

MAYOR

CLERK