



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

Minutes of April 15, 2021

Minutes of a regular meeting of Council held on Thursday, April 15, 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: Chris Dowser, Fran Kelly-Chamberlain, and Ernie Villeneuve.

Staff: Charlotte Toope, Clerk/ Treasurer, members of the public (virtually)

Absent/Regrets: Councillor Brent Allen

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.: 15/04/21/001

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

11.4 MOU between HCM and RCDHU for vaccine clinic booking support

14.1 ICIP Culture Grant (Closed session)

Carried Unanimously

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

Resolution No.: 15/04/21/002

Moved by Councillor Kelly Chamberlain and seconded by Councillor Dowser

BE IT RESOLVED THAT the minutes of:

i. the regular meeting on March 18, 2021

ii. the special meeting on March 26, 2021

be accepted as presented.

Carried Unanimously

7. **CORRESPONDENCE & PETITIONS**

Petitions - none

Correspondence

i. Support for 988 – Town of Caledon

ACTION: Clerk-Treasurer to send letter of support

ii. Provincial Vaccine Rollout Resolution – South Glengarry

iii. 2021 Reconnect Festivals and Events Grant – GrantMatch

iv. Spring 2021 Freshet Call Minutes – MNRF

ACTION: Clerk to forward Freshet Call notes to Council.

8. **MAYOR'S REPORT**

- Report 21/04/15/801 – Mayor Debbi Grills

9. **STAFF REPORT** - None

10. **UNFINISHED BUSINESS**

- **Report 21/04/15/1001 – Public Works Roads Policies (PW-01 and PW-02)**

Resolution No.: 15/04/21/003

Moved by Councillor Dowser and seconded by Councillor Villeneuve

WHEREAS authority is given to the Townships of Head, Clara & Maria by the Municipal Act S.O. 2001, c25 11 (2) to establish policy regarding municipal roadway service standards;

AND WHEREAS the Clerk-Treasurer was given direction to update Road Construction Minimum Standards Policy By-Law 2008-06;

NOW THEREFORE BE IT RESOLVED THAT By-Law 2021-20 be read a first, second and third time this 15th day of April, 2021 as amended, to come into effect on May 15, 2021.

Carried Unanimously

Resolution No.: 15/04/21/004

Moved by Councillor Kelly-Chamberlain and seconded by Councillor Villeneuve

WHEREAS authority is given to the Townships of Head, Clara & Maria by the Municipal Act S.O. 2001, c25 11 (2) to establish policy regarding municipal roadway service standards;

AND WHEREAS the Clerk-Treasurer was given direction to update Road Construction Minimum Standards Policy By-Law 2008-08;

NOW THEREFORE BE IT RESOLVED THAT By-Law 2021-04 be read a third time this 15th day of April, 2021 as amended, to come into effect on May 15, 2021.

Carried Unanimously

11. ADDENDUM (NEW BUSINESS)

- **Report 21/04/13/1101 – Committee of the Whole Terms of Reference**

ACTION: Clerk-Treasurer to update TOR and bring back to May meeting.

- **Report 21/04/13/1102 – PW Truck Sale/Auction**

ACTION: Clerk-Treasurer will proceed with truck sale when appropriate.

- **Report 21/04/13/1103 – Tax Sale Extension Agreement Request (By-Law 2021-17, By-Law 2021-18, By-Law 2021-19)**

Resolution No.: 15/04/21/006

Moved by Councillor Villeneuve and seconded by Councillor Kelly-Chamberlain

WHEREAS the Municipality currently has several properties which are in a tax sale position;

AND WHEREAS a ratepayer has approached the municipality to request an extension agreement be arranged;

THEREFORE BE IT RESOLVED that the Council of the United Townships of Head, Clara & Maria does hereby authorize the Clerk and Treasurer to enter into a Tax Payment Extension Agreements in order to facilitate the payment of back taxes stopping a tax sale and will be enforceable by the applicable by-law.

Carried Unanimously

- **MOU between HCM and RCDHU for vaccine clinic booking support**

ACTION: Mayor Grills to follow up with RCDHU.

12. POLICY AND PROCEDURE REVIEW

Resolution No.: 15/04/21/007

Moved by Councillor Dowser and seconded by Councillor Villeneuve

WHEREAS Council has received and provided input on the updated #A-02 Email Management Policy;

THEREFORE BE IT RESOLVED THAT the Council of the United Township of Head, Clara and Maria does hereby adopt #A-02 Email Management Policy as presented at the Council meeting on April 15th, 2021;

AND FURTHER MORE THAT all previous versions of the Email Management Policy be repealed, effective April 15th, 2021.

Carried Unanimously

Resolution No.: 15/04/21/008

Moved by Councillor Kelly-Chamberlain and seconded by Councillor Dowser

WHEREAS Council has received and provided input on the updated #F-01 Divulging Personal Information via Phone Policy;

THEREFORE BE IT RESOLVED THAT the Council of the United Township of Head, Clara and Maria does hereby adopt #F-01 Divulging Personal Information via Phone Policy as presented at the Council meeting on April 15th, 2021;
AND FURTHER MORE THAT all previous versions of the this policy be repealed, effective April 15th, 2021.

Carried Unanimously

Resolution No.: 15/04/21/009

Moved by Councillor Kelly-Chamberlain and seconded by Councillor Dowser

WHEREAS Council has received and provided input on the updated #HR-06 Holiday, Sick, Personal and Vacation Leave Policy;

THEREFORE BE IT RESOLVED THAT the Council of the United Township of Head, Clara and Maria does hereby adopt #HR-06 Holiday, Sick, Personal and Vacation Leave Policy as presented at the Council meeting on April 15th, 2021;

AND FURTHER MORE THAT all previous versions of the this policy be repealed, effective April 15th, 2021

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

Carried

Note: Nay vote from Villeneuve, E was based on the sick leave portion of the policy only, not the entire policy.

13. BY-LAWS

- 2021-04 To Adopt Level of Service Policy
- 2021-20 To Adopt Minimum Standards for Roads Policy
- 2021-21 To Adopt Holiday, Sick, Personal and Vacation Leave Policy
- 2021-22 To Adopt Divulging Personal Information over the Phone Policy
- 2021-23 To Adopt Email Management Policy

14. CLOSED SESSION

Resolution No.: 15/04/21/010

Moved by Councillor Dowser 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 3:44 p.m. to discuss **ICIP Culture Grant**

Carried Unanimously

Resolution No.: 15/04/21/011

Moved by Councillor Dowser and seconded by Councillor Kelly-Chamberlain

WHEREAS Council went into closed session to discuss **ICIP Culture Grant**

THEREFORE BE IT RESOLVED THAT this meeting come out of closed session at 3:52 p.m. and the public portion of the meeting continue.

Carried Unanimously

ACTION: Clerk-Treasurer to follow up regarding grant.

15. QUESTIONS AND ANSWERS

- Discussion regarding the recent letter to the editor posted in the NRT relating to local municipalities uniting as one municipality.
- Question about the work being done on Highway 17 near Pine Valley Rd. Thought to be a culvert replacement.

16. CONFIRMATION OF PROCEEDINGS

Resolution No.: 15/04/21/012

Moved by Councillor Dowser and seconded by Councillor Kelly-Chamberlain

BE IT RESOLVED THAT By-Law 2021-24 being a by-law to confirm proceedings of the Council of the United Townships of Head, Clara & Maria at its meeting held on Thursday, April 15th, 2021 be read a first time short and passed.

Carried Unanimously

17. ADJOURNMENT

Resolution No.: 15/04/21/013

Moved by Councillor Villeneuve seconded by Councillor Dowser

BE IT RESOLVED THAT this meeting adjourn at 4:09 p.m. to meet again on Thursday, May 13th, 2021 at 1:00 p.m..

Carried Unanimously

MAYOR

CLERK