



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

**Minutes of February 21, 2019**

Minutes of a regular meeting of Council held on Thursday, February 21, 2019 at 7:00 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:** Crystal Fischer, Interim Clerk/ Interim Treasurer, members of the public.

**Consultants:**

**Absent/Regrets:** Melinda Reith, Clerk/CAO; Noella LeBreton, Treasurer;

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**  
Pecuniary Interest applies to you if it applies to clubs/organizations you are involved in, your employer, or activities of your children, parents or spouse.

5. **DEPUTATIONS/PRESENTATIONS**

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

Resolution No.:19/02/21/001

Moved by Councillor Villeneuve and seconded by Councillor Allen

**BE IT RESOLVED THAT** the minutes of the regular meetings of council of January 17, 2019 and February 4, 2019 be accepted as presented.

Carried Unanimously

Minutes for information only -

- i. Rural Mayor's Forum of Eastern Ontario - none
- ii. Library Board
  - i. November 7, 2018
  - ii. December 3, 2018
  - iii. January 2, 2019
- iii. Recreation Committee
  - i. January 16, 2019

7. **CORRESPONDENCE & PETITIONS**

**Petitions - none**

**Correspondence**

- i. MPAC – Year-End Assessment Report
- ii. RCJTC – Municipal Roads  
**Action: Clerk to pass the information onto municipal contractor.**
- iii. AMO- Provincial Regional Review
- iv. OPP- Court Security Prisoner Transportation Grant  
**Action: Clerk to gather more information on grant.**

- v. COR- Community Improvement Plan
- vi. NRLTC – North Renfrew Dementia Friendly Communities Initiative
- vii. Bell Canada – Lease Renewal  
**Action: Clerk to update contact information, find location.**
- viii. COR – 417 Expansion
- ix. David Foote – Thank you
- x. Town of Petawawa – Cannabis Resolution
- xi. AMO – Joint and Several Liability

**Late Correspondence**

- i. International Plowing Match
- ii. Rec Committee Information
- iii. Rec Committee Chair Resignation

**8. MAYOR’S REPORT**

**9. STAFF REPORTS**

- Report 21/02/19/901 – Interim Clerk/ Interim Treasurer Report

**10. FINANCIAL REPORTS**

- Report 21/02/19/1001 – Cheque Log  
Resolution No.:19/02/21/003  
Moved by Councillor Villeneuve and seconded by Councillor Allen  
**BE IT RESOLVED** that the cheque log from January 1<sup>st</sup> – February 14<sup>th</sup>, 2019 be accepted as presented.

Carried Unanimously

Legal invoicing - verbal report

**Action: Clerk to gather figures for December 2018.**

**11. BY-LAWS**

- Report 21/02/19/1101 – By-Law 2019-04 Tree Canopy and Natural Vegetation Policy  
Resolution No.:19/02/21/004

Moved by Councillor Villeneuve and seconded by Councillor Allen

**BE IT RESOLVED THAT** By-Law Number 2019-04 being a by-law to adopt a policy with respect to the manner in which the municipality will protect and enhance the tree canopy and natural vegetation in the municipality be read a first, second and third time passed.

Carried Unanimously

- Report 21/02/19/1101 – By-Law 2019-05 Boudreau Severance Development Agreement

Resolution No.:19/02/21/005

Moved by Councillor Allen and seconded by Villeneuve

**BE IT RESOLVED THAT** By-Law Number 2019-05 being a by-law to adopt a Development Agreement with The Estate of Edmond Boudreau be read a first time.

Carried Unanimously

**Action: Clerk to contact Mr. LeConte regarding the treatability limit clause of the Development Agreement.**

**12. UNFINISHED BUSINESS**

- Report #21/02/19/1201– Municipal Alcohol Policy  
Resolution No.:19/02/21/006  
Moved by Councillor Dowser and seconded by Councillor Kelly-Chamberlain  
**WHEREAS** an updated Municipal Alcohol Policy is required to ensure the safe consumption and sales of alcohol at municipally licenced events;  
**THEREFORE BE IT RESOLVED THAT** council replace “Schedule A” to By-Law 2008-29 with the attached updated Municipal Alcohol Policy dated February 2019 is deferred to April meeting.

Carried Unanimously

- Report#21/02/19/1202 – Northern Graphite – Unopened Road Allowance – Information Only  
**Action: Clerk to arrange for deputation at March meeting, if unable, consider a public meeting with notice.**

- Report#21/02/19/1203 – Organizational Review

Resolution No.:19/02/21/007

Moved by Councillor Dowser and seconded by Councillor Kelly-Chamberlain

**WHEREAS** Council sees the value in an organizational review;

**AND WHEREAS** E4M has presented Council with a proposed scope of work and cost;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara and Maria does defer the organizational review decision until the regular meeting of Council in April.

Carried Unanimously

### 13. ADDENDUM (NEW BUSINESS)

- Report#21/02/19/1301 – AGCO Licence Information

Resolution No.:19/02/21/008

Moved by Councillor Kelly-Chamberlain and seconded by Councillor Dowser

**WHEREAS** Melinda Reith, Clerk/CAO and Noella LeBreton, Treasurer are both listed as officers on the municipal liquor licence;

**AND WHEREAS** they are both currently on medical leave and are unable to oversee operations of the municipal bar;

**AND WHEREAS** they have both requested to have their names removed from the municipal liquor licence;

**AND WHEREAS** the Alcohol Gaming Commission of Ontario requires a resolution passed by Council in order to have names removed from a liquor licence;

**THEREFORE BE IT RESOLVED** that the Council of the United Townships does hereby authorize the removal of Melinda Reith and Noella LeBreton from the municipal liquor licence

**AND FURTHER** that Crystal Fischer, Interim Clerk/ Interim Treasurer be replaced on the municipal liquor licence as an officer of the municipality.

Carried Unanimously

- Report#21/02/19/1302 – Disposal Site Report -Information Only

### 14. QUESTIONS AND ANSWERS

Councillor Dowser- Is it possible to have the passwords set permanently or less frequently?

**Action: Clerk to contact email provider.**

### 15. CONFIRMATION OF PROCEEDINGS

Resolution No.:19/02/21/009

Moved by Councillor Allen and seconded by Councillor Villeneuve

**BE IT RESOLVED THAT** By-Law 2019-06 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 21, 2019 be read a first time short and passed.

Carried Unanimously

### 16. ADJOURNMENT

Resolution No.: 19/02/21/010

Moved by Councillor Kelly-Chamberlain and seconded by Councillor Dowser

**BE IT RESOLVED THAT** this meeting adjourn at 10:03 p.m. to meet again on Thursday, March 21<sup>st</sup>, 2019 at 7:00 p.m.

Carried Unanimously

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MAYOR

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CLERK