



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

### **Minutes of April 20, 2023**

Minutes of a regular meeting of Council held on April 20, 2023 at 2:00 p.m.

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. **TRADITIONAL LAND ACKNOWLEDGEMENT**  
*As we gather this afternoon, I would like to acknowledge on behalf of Council and our community that we are meeting on the traditional territory of the Algonquin People. We would like to thank the Algonquin people and express our respect and support for their rich history, and we are extremely grateful for their many and continued displays of friendship. We also thank all the generations of people who have taken care of this land for thousands of years.*
3. **ROLL CALL** – The following persons were present: Mayor Debbi Grills, Councillors: Chris Dowser, Fran Kelly-Chamberlain, Karen LeClerc and Rachel Richer  
**Staff:** Crystal Fischer, Municipal Administrator  
**Absent/Regrets:**  
**Guests:** one member of the public
4. **RECITAL OF THE MUNICIPAL MISSION AND VISION STATEMENTS** – Councillor LeClerc  
**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.
5. **DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF**  
Councillor Richer declared a potential deemed pecuniary interest on Council Agenda Item Number 13 ii., Report Number 23/04/20/1302 concerning the 357 Application.  
  
Councillor LeClerc declared a potential pecuniary interest on Council Agenda Item Number 12 i. Report Number 23/04/20/1201 concerning the Grading and Plowing Contract.
6. **DEPUTATIONS/PRESENTATIONS** – none
7. **ADOPTION OF MINUTES OF PREVIOUS MEETINGS (INCLUDING COMMITTEES)**  
Resolution No.: 23/04/20/001  
Moved by Councillor Richer and Seconded by Councillor LeClerc  
**BE IT RESOLVED THAT** the minutes of the regular meeting of November 2, 2022, November 20, 2022 and March 23, 2023 be accepted as presented.  
Carried Unanimously
8. **CORRESPONDENCE & PETITIONS**  
**Petitions** - none

## Correspondence

- i. Township of South Glengarry- Review of Rural Education Funding  
**Action: Clerk to send letter of support.**
- ii. Ministry of the Attorney General - Update on POA Modernization and
- iii. Streamlining Initiatives
- iv. Association of Ontario Road Supervisors - Enbridge Gas Proposed Fee Resolution No.: 23/04/20/1001  
Moved by Councillor Kelly-Chamberlain and seconded by Councillor Dowser  
**WHEREAS** Enbridge recently made an announcement of their intention to begin charging third-party contractors and other utilities \$200 CAD (plus applicable taxes) for utility locates where a field locate is required;  
**AND WHEREAS** third-party contractors include Ontario municipalities;  
**AND WHEREAS** these locate requests are only required as Ontario municipalities have allowed utilities to use municipal right of ways at no charge to the utilities;  
**AND WHEREAS** this announcement of new downloaded costs will negatively impact the budgets of Ontario municipalities which are already burdened;  
**AND WHEREAS** if Enbridge is successful in implementing this new charge, a precedence is set for other utility companies to also begin charging for locates;  
**THEREFORE BE IT RESOLVED** that the Council of the United Townships of Head, Clara and Maria strongly opposes these utility locate costs being downloaded to Ontario municipalities by Enbridge Gas or other utilities;  
**AND THAT** the Province of Ontario's Ministry of Public and Business Service Delivery make it clear that these costs must be borne by the utilities themselves;  
**AND THAT** this decision be forwarded to Minister of Public and Business Service Delivery Kaleed Rasheed, Minister of Infrastructure Kinga Surma, Minister of Energy Todd Smith, Premier Doug Ford, John Yakabuski MPP, the Association of Ontario Road Supervisors and the Association of Municipalities of Ontario.  
Carried Unanimously
- v. Town of Plympton-Wyoming- Reducing Municipal Insurance Costs
- vi. Township of Mulmur - Bill 5-Stopping Harassment and Abuse by Local Leaders
- vii. Act, 2022
- viii. E4M -Notification of a Municipal Conflict of Interest Application and Subsequent
- ix. Withdrawal
- x. Ministry of Municipal Affairs and Housing - Helping Homebuyers, Protecting
- xi. Tenants Act
- xii. Brent Allen - Letter to Council Regarding Campgrounds
- xiii. Cogeco - Request for Letter of Support  
**Action: Clerk to create letter of support, to be signed by the Mayor.**

## 9. MAYOR'S REPORT

- i. Report 23/04/20/901 –Mayor's Report

## 10. STAFF REPORTS

- i. Report 23/04/20/1001 –Municipal Administrator's Report

## 11. FINANCIAL REPORTS

- i. Report 23/04/20/1101 – Revenue and Expense Report  
Resolution No.: 23/04/20/002  
Moved by Councillor Richer and Seconded by Councillor Dowser

**BE IT RESOLVED THAT** the Revenue and Expense Report ending March 31, 2023 be accepted as presented.

Carried Unanimously

**12. UNFINISHED BUSINESS –**

i. Report 23/04/20/1201 – Grading and Plowing Contract

Resolution No.: 23/04/20/003

Moved by Councillor Dowser and seconded by Councillor Richer

**WHEREAS** the 2023-2026 Grading Tender and Contract Documents have been advertised;

**AND WHEREAS** two submissions were received and scored;

**THEREFORE BE IT RESOLVED THAT** Council of the United Townships of Head, Clara and Maria does hereby direct staff to enter into an agreement with Bidder #2 for the provision of grading services for 2023-2026.

Carried Unanimously

Resolution No.: 23/04/20/004

Moved by Councillor Dowser and seconded by Councillor Richer

**WHEREAS** the 2023-2026 Plowing Tender and Contract Documents have been advertised;

**AND WHEREAS** only one submission was received;

**THEREFORE BE IT RESOLVED THAT** Council of the United Townships of Head, Clara and Maria does hereby direct staff to enter into an agreement with the sole bidder for the provision of plowing services for 2023-2026.

Carried Unanimously

**13. NEW BUSINESS –**

i. Report 23/04/20/1301 – Smart Serve Training

Resolution No.: 23/04/20/005

Moved by Councillor LeClerc and Seconded by Councillor Richer

**WHEREAS** the Alcohol Gaming Commission of Ontario introduced a five-year term for all new and existing liquor training certificates;

**AND WHEREAS** as a liquor licensee, the municipality is responsible to ensure that any person involved in the sale and service of alcohol holds a valid Smart Serve certificate;

**AND WHEREAS** all current municipal volunteer bartender's certifications will expire on June 30, 2023;

**THEREFORE BE IT RESOLVED THAT** Council of the United Townships of Head, Clara and Maria does hereby direct staff to reimburse Smart Serve certification and recertification costs up to a maximum of \$450 in 2023.

Carried Unanimously

Councillor Richer left Council Chambers at 2:40 p.m.

ii. Report 23/04/20/1302 – Section 357 Property Tax Application

Resolution No.: 23/04/20/006

Moved by Councillor LeClerc and Seconded by Councillor Kelly-Chamberlain

**WHEREAS** the Treasurer has received an application under Section 357 of the Municipal Act, 2001 for the reduction and refund of property tax;

**AND WHEREAS** the recommendation from MPAC includes a change in tax class to better reflect its current actual use;

**THEREFORE BE IT RESOLVED THAT** Council of the United Townships of Head, Clara and Maria does hereby direct the Treasurer to process a refund of taxes in the amount of \$163.08 for 2021-2022 and approve an estimated reduction in taxes of \$81.47 for 2023.

Carried Unanimously

Councillor Richer re-entered Council Chambers at 2:44 p.m.

iii. Report 23/04/20/1303 – Safety Hub Training

Resolution No.: 23/04/20/007

Moved by Councillor Kelly-Chamberlain and Seconded by Councillor Richer

**WHEREAS** Staff have received a demonstration of Safety Hub, an online workplace training platform, and see the value in the program;

**THEREFORE BE IT RESOLVED THAT** Council of the United Townships of Head, Clara and Maria does hereby direct Staff to enter into an agreement with Safety Hub to provide access to the online training platform, to be reviewed again in one year.

Carried Unanimously

**14. NOTICE OF MOTION – none**

**15. POLICY/BY-LAW REVIEW**

i. By-Law 2023-07 To Adopt HR-19 - Policy on Employee Grievance

Resolution No.: 23/04/20/008

Moved by Councillor Dowser and Seconded by Councillor Kelly-Chamberlain

**WHEREAS** Council received and provided input on HR-19 Policy on Employee Grievances,

**THEREFORE BE IT RESOLVED THAT** Council of the United Townships of Head, Clara and Maria does adopt By-Law 2023-07 to adopt HR-19 Policy on Employee Grievances as presented at the regular meeting of April 20, 2023.

Carried Unanimously

**16. BY-LAWS –none**

**17. CLOSED SESSION**

Resolution No.: 23/04/20/009

Moved by Councillor Kelly-Chamberlain and Seconded by Councillor LeClerc

**WHEREAS** Section 239(b) of the Municipal Act, 2001, allows for an in camera session to discuss personal matters about identifiable individuals, including municipal employees;

**THEREFORE BE IT RESOLVED** that Council enter into closed session at 2:50 p.m. to discuss the Municipal Administrator's KPIs for 2023.

Resolution No.: 23/04/20/010

Moved by Councillor LeClerc and Seconded by Councillor Richer

**WHEREAS** Council went into closed session under Section 239(b) of the Municipal Act, 2002 to discuss personal matters about identifiable individuals, including municipal employees;

**THEREFORE BE IT RESOLVED** that Council comes out of closed session at 3:59 p.m. and the public portion of the meeting continues.

**18. QUESTIONS AND ANSWERS –**

Councillor Dowser – Should a Facebook page be created for the Recreation Advisory Committee? Will reduce workload of Staff but still provide information and connection of the community. Councillor Richer has volunteered to administrate it, Staff could be co-administrator. Council will leave it for consideration.

Requesting an update and plan regarding beautification including the community garden and planters.

Councillor Dowser and the Clerk will create a plan and seek volunteers for assistance.

Emergency Management Training – June 8 at 10:00 a.m.

**19. CONFIRMATION OF PROCEEDINGS**

Resolution No.: 23/04/20/011

Moved by Councillor Richer and Seconded by Councillor LeClerc

**BE IT RESOLVED THAT** By-law 2023-08 being a by-law to confirm proceedings of the meeting of Council of Thursday, April 20, 2023 be read a first time short and passed.

Carried Unanimously

**20. ADJOURNMENT**

Resolution No.: 23/04/20/012

Moved by Councillor LeClerc and Seconded by Councillor Kelly-Chamberlain

**BE IT RESOLVED THAT** this meeting adjourn at 4:30 p.m. to meet again on May 18, 2023 at 2:00 p.m.

Carried Unanimously

*D. Hills*

**MAYOR**

*C. Richer*

**CLERK**