



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

### **Minutes of September 21, 2023**

Minutes of a regular meeting of Council held on Thursday, September 21<sup>st</sup>, 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:** none  
**Guests:** none
4. **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.
5. **DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF** – none
6. **DEPUTATIONS AND PRESENTATIONS**
  - i. Public Feedback on Accessibility  
  
No members of the public were in attendance to provide feedback. Council reviewed the feedback received through the online survey. Councillor Leclerc suggested creating designated drop-off area at the community centre main entrance.
7. **ADOPTION OF MINUTES OF PREVIOUS MEETINGS (INCLUDING COMMITTEES)**  
Resolution No.: 23/09/21/001  
Moved by Councillor Richer and Seconded by Councillor Kelly-Chamberlain  
**BE IT RESOLVED THAT** the minutes of the regular meeting of August 26, 2023 be accepted as presented.  

Carried Unanimously
8. **CORRESPONDENCE & PETITIONS**  
**Petitions** - none

## Correspondence

- i. Upper Ottawa Valley Seniors Friendship Club – Seniors Active Living Centre Grant
- ii. Ontario Provincial Police – Distribution of Police Record Check Revenue to Municipalities
- iii. Town of Grimsby – Establishing Guaranteed Livable Income
- iv. Renfrew County Regional Science and Technology Fair – Donation
- v. Watson & Associates/ County of Renfrew – Development Charges

## 9. MAYOR'S REPORT

- i. Report 23/09/21/901 –Mayor's Report – for information only.

## 10. STAFF REPORT

- i. Report 23/09/21/1001 – Clerk's Report  
Resolution No.: 23/09/21/002  
Moved by Councillor Richer and Seconded by Councillor LeClerc  
**WHEREAS** the Association of Municipalities of Ontario is offering Councillor Training at a cost of \$520 per participant;  
**THEREFORE BE IT RESOLVED THAT** the United Townships of Head, Clara and Maria hereby directs the Clerk to register two member(s) of Council at a cost of \$1040.  
Carried Unanimously

## 11. FINANCIAL REPORTS

- i. Report 23/09/21/1201 – Revenue and Expense Report  
Resolution No.: 23/09/21/003  
Moved by Councillor Dowser and Seconded by Councillor Kelly-Chamberlain  
**BE IT RESOLVED THAT** the Revenue and Expense Report ending August 31, 2023 be accepted as presented.  
Carried Unanimously
- ii. Report 23/09/21/1202 – 2024 Budget Considerations  
**Action: Clerk to remove extension of the pavilion at Old Mackey Park from 2023 budget considerations.**

## 12. UNFINISHED BUSINESS

- i. Report 23/09/21/1201 – 2023-2027 Strategic Plan  
Resolution No.: 23/09/21/004  
Moved by Councillor Dowser and Seconded by Councillor Richer  
**WHEREAS** Council has reviewed, and had the opportunity to make revisions to, the proposed Strategic Plan;  
**AND WHEREAS** Council has completed the public consultation process to receive comments and input regarding the Strategic Plan;  
**THEREFORE BE IT RESOLVED THAT** Council of the United Townships does hereby adopt the 2023-2027 Strategic Plan as presented.  
Carried Unanimously

Council called a four-minute recess at 4:56 p.m.

### 13. NEW BUSINESS

- i. Report 23/09/21/1301 – Waste Disposal Tipping Fee Schedule

**Action: Clerk to bring report back to Council to consider accepting payment for tipping fees at the waste disposal sites, including the frequency of billing and reduction in administrative versus waste management processing time.**

### 14. NOTICE OF MOTION – none

### 15. POLICY/BY-LAW REVIEW

- i. Report 23/09/21/1501 – By-law Revisions and Update – for information only.

### 16. BY-LAWS

- i. Report 23/09/21/1601 – Procurement By-law

Resolution No.: 23/09/21/005

Moved by Councillor Kelly-Chamberlain and Seconded by Councillor Dowser

**WHEREAS** By-law 2023-19 received its first and second reading at the regular meeting of Council on August 26<sup>th</sup>, 2023;

**AND WHEREAS** Council provided direction to the Clerk to revise the by-law and bring it back for final adoption at the regular meeting of September 21<sup>st</sup>, 2023;

**THEREFORE BE IT RESOLVED THAT** By-law 2023-19 being a by-law governing the procurement of goods and services be read a third time passed.

Carried Unanimously

- ii. Report 23/09/21/1601 – Sale and Disposition of Land By-law

Resolution No.: 23/09/21/006

Moved by Councillor Dowser and Seconded by Councillor LeClerc

**WHEREAS** Section 270 of the Municipal Act, 2001 provides that every municipality shall adopt and maintain a policy with respect to the sale and other disposition of land;

**WHEREAS** the Council of the United Townships of Head, Clara and Maria passed By-law 2009-08 to establish procedures with respect to the sale and other disposition of land owned by the municipality on September 3, 2010;

**WHEREAS** the Council of United Township deems it necessary and expedient to rescind By-law 2009-08 and Adopt By-law 2023-20, a revised policy governing the sale and other disposition of land owned by the Municipality; and

**THEREFORE BE IT RESOLVED THAT** the By-Law 2023-20 being a by-law governing the sale and disposition of land be read a first, second and third time passed.

Carried Unanimously

**17. QUESTIONS AND ANSWERS –**

Fall newsletter to include: looking at establishing a business directory; a year in review with message from each member of Council; wildfire contract information; pictures of pumpkins.

Would like to see social gatherings – different kinds of coffee and baking.

The Municipality's promotional brochure should be update and it can be sent out to new residents.

**18. CONFIRMATION OF PROCEEDINGS**

Resolution No.: 23/09/21/007

Moved by Councillor Kelly-Chamberlain and Seconded by Councillor Richer

**BE IT RESOLVED THAT** By-law 2023-21 being a by-law to confirm proceedings of the meeting of the Council of Thursday, September 21, 2023 be read a first time short and passed.

Carried Unanimously

**19. ADJOURNMENT**

Resolution No.: 23/09/21/008

Moved by Councillor Richer and Seconded by Councillor Dowser

**BE IT RESOLVED THAT** this meeting adjourn at 5:35 p.m. to meet again on Thursday, October 19, 2023 at 2:00 p.m.

Carried Unanimously

*D. Gills*

**MAYOR**

*Richer*

**CLERK**