



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

**Minutes of December 16, 2021**

Minutes of a regular meeting of Council held on Thursday, December 16, 2021 at 1:13 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 morning (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, and Ernie Villeneuve.  
**Staff:** Crystal Fischer, Clerk/ Treasurer  
**Absent/Regrets:** Councillor Brent Allen

Resolution No.: 21/12/16/001

Moved by Councillor Kelly-Chamberlain and seconded by Councillor Villeneuve

**BE IT RESOLVED THAT** Council of the United Townships of Head, Clara and Maria does hereby amend the agenda to include a closed session of Council following 6. Deputations.

Carried Unanimously

4. **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.
5. **DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF** - none
6. **DEPUTATIONS/PRESENTATIONS**
  - i. ~~Megan Spencer – Green Burial Ottawa Valley~~ – postponed due to power outage.
  - ii. Jim Gibson – Procedural By-Law Concerns

**7. CLOSED SESSION**

Resolution No.: 21/12/16/002

Moved by Councillor Villeneuve and seconded by Councillor Kelly-Chamberlain

**WHEREAS** the Municipal Act allows for closed meetings under section 239(2):

(b) to discuss personal matters about an identifiable individual, including municipal or local board employees; and

(f) to discuss advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

**THEREFORE BE IT RESOLVED THAT** this meeting go into an in camera session at 1:34 p.m. to discuss personal information about identifiable individuals and solicitor-client privileged information.

Carried Unanimously

Resolution No.: 21/12/16/003

Moved by Councillor Dowser and seconded by Councillor Kelly-Chamberlain

**WHEREAS** Council went into closed session to discuss personal information about identifiable individuals and solicitor-client privileged information;

**THEREFORE BE IT RESOLVED THAT** this meeting come out of closed session at 2:41 p.m. and the public portion of the meeting continue.

Carried Unanimously

Resolution No.: 21/12/16/1001

Moved by Councillor Villeneuve and seconded by Councillor Kelly-Chamberlain

**BE IT RESOLVED THAT** Council of the United Townships of Head, Clara and Maria does hereby direct staff to cancel the tender process for RFTICIP-2021 and await further advice from the municipal solicitor.

Carried Unanimously

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

Resolution No.: 21/12/16/004

Moved by Councillor Dowser and seconded by Councillor Villeneuve

**BE IT RESOLVED THAT** the minutes of the regular meeting of November 18, 2021 be accepted as presented.

Carried Unanimously

**9. CORRESPONDENCE & PETITIONS**

**Petitions** - none

**Correspondence**

- i. NDMNRF - Approved Forest Management Plan
- ii. Cheryl Gallant – New Horizons for Seniors Program

Resolution No.: 21/12/16/005

Moved by Councillor Kelly-Chamberlain and seconded by Councillor Villeneuve

**WHEREAS** the New Horizons for Seniors Program (NHSP) provides funding for projects that make a difference in the lives of seniors and in their communities;

**AND WHEREAS** applications for funding of up to \$25,000 may be submitted until December 21, 2021 with no requirement of Council contribution to the program;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Township of Head, Clara and Maria does hereby direct staff to submit an application for funding under the NHSP to provide senior's programming.

Carried Unanimously

- iii. Town of Georgina – Lack of Recycling Options
- iv. City of Kitchener – Fire Safety Measures
- v. City of Kitchener – Conversion Therapy
- vi. City of St. Catharines – National Childcare Program

**Action: Clerk to send letter of support.**

- vii. AGCO - New Progressive Jackpot Raffle and Social Gaming Licence
- viii. MECP – Noise Prediction Method

**10. MAYOR'S REPORT**

- Report 21/12/16/801 – Mayor Debbi Grills - verbal

**11. STAFF REPORT** - none

**12. FINANCIAL REPORTS**

- i. **Report 21/12/16/1101 – 2022 Draft Budget**

**13. UNFINISHED BUSINESS**

- i. **Report 21/12/16/1201 - ICIP Culture and Recreation Tender Award**

See Resolution No.: 21/12/16/1001 above under 7. Closed Session.

- ii. **Report 21/12/16/1202 - Clean and Clear Survey**

Resolution No.: 21/12/16/007

Moved by Councillor Kelly-Chamberlain and seconded by Councillor Villeneuve

**WHEREAS** Council reviewed Report 21/12/16/1202 concerning the Clean and Clear Survey;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby direct staff to proceed with distribution with an online survey, and to have the survey included in Interim Property Tax billing.

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

Carried

**iii. Report 21/12/16/1203 - Zoning By-Law Update**

Resolution No.: 21/12/16/008

Moved by Councillor Kelly-Chamberlain and seconded by Councillor Dowser

**WHEREAS** Council received Report 21/12/16/1203 concerning the Zoning By-Law Update;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby direct staff to get more information on the Work Plan Program and bring back to Council in 2022.

Carried Unanimously

**14.ADDENDUM (NEW BUSINESS)**

**i. Report 21/12/16/1301 – Veteran’s Memorial**

Resolution No.: 21/12/16/009

Moved by Councillor Villeneuve and seconded by Councillor Kelly-Chamberlain

**WHEREAS** the Veteran’s Memorial has not been updated since 2008;

**AND WHEREAS** Veterans have come to reside in the municipality since that time;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby directs staff to make no further action.

Carried Unanimously

Resolution No.: 21/12/16/1002

Moved by Councillor Dowser and seconded by Councillor Villeneuve

**THEREFORE BE IT RESOLVED THAT** Council does hereby suspend Section 6.4 of the Procedural By-Law to allow this meeting of Council to proceed past 5:00 p.m.

Carried Unanimously

**ii. Report 21/12/16/1302 - COLA and CPI**

Resolution No.: 21/12/16/010

Moved by Councillor Dowser and seconded by Councillor Kelly-Chamberlain

**WHEREAS** Council’s past practise has been to award cost of living adjustments to staff salary, council honorarium and contracts, if stated, when the October to October Consumer Price Index surpassed 1%;

**AND WHEREAS** numbers for Ontario show an increase of 4.9% for 2020-2021;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby authorize that a 2.4% cost of living adjustment based on the average October to October Statistics Canada’s Consumer Price Index for Ontario be applied to all applicable salaries, honoraria and contracts if stated and effective January 1, 2022.

Carried Unanimously

**iii. Report 21/12/16/1303 - MLSC Salt Shed Lease**

Resolution No.: 21/12/16/011

Moved by Councillor Villeneuve and seconded by Councillor Kelly-Chamberlain

**WHEREAS** Council has received Report 19/12/19/1303 regarding a Lease Agreement between the Municipality and the Missing Link Snowmobile Club for rental of the Deux Rivieres Salt Shed;

**AND WHEREAS** members of Council have determined that the conditions of the agreement are fair and appropriate;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara and Maria does hereby direct staff to enter into the lease agreement with the Missing Link Snowmobile Club to be reviewed again in 2024 before renewal.

Carried Unanimously

#### **15. NOTICE OF MOTION – none**

#### **16. POLICY AND PROCEDURE REVIEW**

- **2021-47 Trailer By-Law**

Resolution No.: 21/12/16/018

Moved by Councillor Dowser and seconded by Councillor Kelly-Chamberlain

**WHEREAS** By-Law # 2021-47 being a by-law for the licensing of trailers located within the Municipality is presented to Council for approval;

**THEREFORE BE IT RESOLVED THAT** By-Law 2021-47 be read a first and second time this 16<sup>th</sup> day of December 2021.

Deferred

- **HR-14 – Court Leave Policy** - deferred
- **HR-15 – Termination and Resignation Policy** - deferred
- **HR-16 – Retirement and Early Retirement Policy** - deferred
- **HR-17 – Ontario Human Rights Code Violation Policy** - deferred
- **HR-18 – COVID-19 Vaccination Policy**

Resolution No.: 21/12/16/017

Moved by Councillor Kelly-Chamberlain and seconded by Councillor Villeneuve

**WHEREAS** Council has received and provided input on the updated HR-18 COVID-19 Policy;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Township of Head, Clara and Maria does hereby adopt HR-18 COVID-19 Vaccination Policy as presented at the Council meeting on December 16, 2021.

Carried Unanimously

#### **17. BY-LAWS**

Resolution No.: 21/12/16/019

Moved by Councillor Dowser and seconded by Councillor Villeneuve

**WHEREAS** By-Law # 2021-53 being a by-law to provide for an interim tax levy on properties designated as residential, farmland, managed forest, pipeline, industrial and commercial and to provide for payment of taxes and penalty and interest of 1.25% is presented to Council for approval.

**THEREFORE BE IT RESOLVED THAT** By-Law 2021-53 be read a first, second and third time and passed this 16<sup>th</sup> day of December 2021.

#### **18. QUESTIONS AND ANSWERS – none**

#### **19. CONFIRMATION OF PROCEEDINGS**

Resolution No.: 21/12/16/020

Moved by Councillor Kelly-Chamberlain and seconded by Councillor Villeneuve

**BE IT RESOLVED THAT BE IT RESOLVED THAT** By-Law 2020-58 being a by-law to confirm proceedings of the Council of the United Townships of Head, Clara and Maria at its meeting held on Thursday, December 16, 2021 be read a first time short and passed.

Carried Unanimously

#### **20. ADJOURNMENT**

Resolution No.: 21/12/16/021

Moved by Councillor Dowser seconded by Councillor Kelly-Chamberlain

**BE IT RESOLVED THAT** this meeting adjourn at 6:08 p.m. to meet again on Thursday, Tuesday, January 11<sup>th</sup>, 2022 at 1:00 p.m.

Carried Unanimously

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**MAYOR**

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**CLERK**