

Request for Decision United Townships of Head, Clara & Maria Council

Type of Decision									
Meeting Date	Friday, October 16, 2015				Report Date	Wednesday, September-23-15			
Decision Required		Yes	x	No	Priority	X	High		Low
Direction		Information Only		x	Type of Meeting	X	Open		Closed
Clerk's - Report #16/10/15/801									

Subject:

1. Time since the last meeting have largely been spent on the following:
 - a. Emergency Management Training/Planning – IMS 100, Note Taking, Business Continuity – developing training program for staff and Community Control Group;
 - i. Legislated IMS 200 is scheduled for October 29 in Horton Twp.
 - b. Creating a staff Minute-Taking training course – to be delivered October 20th;
 - c. Training/Webinars/Continued Education – separate report attached.
 - d. Individual employee job description review to ensure that current documents are accurate.
 - e. Reviewing and updating the employee and clerk/cao performance appraisal process and forms.
2. Staff:
 - a. ROAR Conference
 - b. Development of Seniors/Intergenerational Recreation Programming (separate funding project)
3. Documents for completion of Clerk/CAOs performance have been provided to staff for completion and submission by December 1 for Council review prior to the Council meeting of December 11.
4. Dates for Emergency Management Control Group Meeting and Training and Exercise – two separate days or one long one?
 - a. Decided that November 26 would be meeting and training. To begin at 9:00 a.m. and will run through to the afternoon. (Lunch will be provided). Training is a minimum of 4 hours. There is also the meeting to review our current plan, processes and hazards.
 - b. December 4 would be the exercise and will include volunteers. They are separate and distinct – both require significant time commitments.
5. Reproduction of missing resolution from last meeting – Veteran's Memorial.

WHEREAS the paper copy of resolution #11/09/15/018 from the September meeting has been lost and is required for record keeping purposes;

THEREFORE BE IT RESOLED THAT the Council of the United Townships of Head, Clara & Maria does hereby adopt the following as a true copy of the original document.

"Resolution #11/09/15/018

Moved by Councillor Reid and Seconded by Councillor Grills

WHEREAS the Veteran's Memorial was created to honour Head, Clara & Maria's veteran's by a dedicated group of residents who raised funds and created the memorial in 2008;

AND WHEREAS no long term plan was arranged for maintenance of the surrounding garden with the current resulting weeds detracting from the memorial;

AND WHEREAS another group of volunteers in 2015 have worked to raise funds to make changes to the memorial and have brought forward recommendations;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby authorize the use of the funds raised for the purposes of:

- ~~_____ Removing existing plants and replanting with shrubs;~~
- ~~_____ Replacing the plastic edging with pressure treated lumber;~~
- ~~_____ Replanting every spring with annuals;~~
- Incorporating a self-sustainable water system tied into the garage downspout;
- Extending the width of the walkway;
- ~~_____ Installing a path to access the flags during winter months;"~~

6. Due to advance planning required for staff appreciation for 2015 Christmas party, please consider the following. From 2009 – 2014 costs have been between \$250 and \$300.

WHEREAS advance planning and budget approval for a staff Christmas party is required prior to December;

THEREFORE BE IT RESOLVED THAT THE Council of the United Townships of Head, Clara & Maria does hereby resolve to approve the use of up to \$400 for staff Christmas party purposes for 2015.

Since Report Printed for Package

7. The Library Board has purchased 8 card sized tables which they are leaving in the hall to be available for use by others.
8. Additional beer glasses have been ordered for the hall to simplify service for large events where glasses are often still warm from the dishwasher when needed for service. Funds exist in the recreation budget to cover their costs.
9. Crystal has investigated the potential for a cost effective solution to the taxation challenge and has asked our auditor if it were possible to re-issue one tax bill with the adjustment on it as opposed to completing the work required to re-issue them all. By re-issuing one bill to the Pipeline, cost savings would be approximately \$7,000 with a loss of only \$4,400.
- a. Peter has responded that this didn't sound like a "fair" solution.
 - b. Upon further discussion Gayle suggested that if Council felt it was worth it, the money owed to the County could simply be recouped next year with an insignificant increase to the tax rate levied by the municipality.
 - i. The result would be exactly the same. The ratepayer would be charged in 2016 instead of 2015. The County would have been paid in 2015 and HCM reimbursed in 2016. Zero effect.

- ii. This will be included in budget deliberations and Council may make a further decision then.
- c. This is why we have continued with employee meetings. Different perspectives result in the best possible solutions.

10. Support for increased Greyhound service.

WHEREAS the Council of the municipality of the United Townships of Head, Clara & Maria does support the position of the Mayor of the City of Pembroke and the Warden of the County of Renfrew in encouraging Greyhound Bus Lines to improve service within the Deep River/Ottawa corridor;

THEREFORE BE IT RESOLVED THAT this Council does hereby authorize the Mayor to endorse the letter as drafted by the Warden for County use.