

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

Type of Decision									
Meeting Date	Friday, December 11, 2015				Report Date	Monday, November-30-15			
Decision Required		Yes	x	No	Priority	X	High		Low
Direction		Information Only		x	Type of Meeting	X	Open		Closed
<h2>Clerk's - Report #11/12/15/801</h2>									

Subject:

1. Time since the last meeting has largely been spent on the following:
 - a. December Newsletter.
 - b. Employee Appraisals.
 - c. Emergency Management.
 - d. Vacation.

2. Christmas Cake Baking part 2. Volunteers, through the recreation committee/senior's program arranged to bake a second batch of cakes. The cakes were sold as a fundraiser for the Recreation Committee; with enough money to be retained to repeat the process in 2016.

3. Does Council see the benefit in hosting Peter de Jager again in February/March? If we could determine interest we can bring this back to the table in January understanding that Peter offered to come back as we had little response from neighbours. I was completely satisfied with our participation and the day. Council budgeted \$6,000 for staff education and training for 2016 with \$2,500 for Council. Perhaps we can have him speak to time management and process management which focus on what we do, how we do it, how to avoid making errors, task management, checklists etc.

4. There will be no CPI increase in wages or contracts for 2016 as the year to year increase from October 2014 – October 2015 for Ontario was only 0.9. Council's decision was that any change less than 1% would not be reflected in wages or contracts.

5. We have hired Cunningham/Swan as our legal representation. Costs might be somewhat higher per hour than local options however; they have expertise in municipal work and we will not be paying for their on the job education.

6. FYI – a new computer has been purchased for the clerk's office – laptop showing signs of wear physically and internally with blank screens occurring occasionally. In order to avoid complete failure, we have purchased a desktop model and have transferred all documents to it.

7. Staff have decided to abandon Xplornet for the office and have switched to Bell. The new provider will result in the need for new emails. Staff have been tasked with rolling this out in a hopefully smooth process with final cancellation of Xplornet to occur February 1, 2016.
8. Employee performance appraisals have been completed. Policy and practise in HCM is that any poor performance is addressed once identified, not waiting until the annual review. Similarly, acceptable and above average performance is recognized and acknowledged immediately as well. We have two employees who have earned step increases; all others have reached the end of the grid.

WHEREAS employee evaluations were completed with two employees being recommended for step increases;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby authorize staff to implement the required changes to payroll to reflect the step increases effective January 1, 2016.

9. Mayor Gibson requested that Council address the issue of the date of the first Council meeting in January due to a schedule conflict.

WHEREAS Mayor Gibson has a scheduling conflict with the first meeting of January;

AND WHEREAS Councillor Chartrand is not likely to be available leaving only three members to meet;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby agree to change the date of the first meeting of 2016 to occur on Friday, January ____, 2016 and provide the proper notice.