

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

Type of Decision									
Meeting Date	Friday, April 25, 2014				Report Date	Tuesday, April-01-14			
Decision Required		Yes	x	No	Priority	X	High		Low
Direction		Information Only		x	Type of Meeting	X	Open		Closed
Clerk's - Report #25/04/14/801									

Subject:

1. The new improved webpage has been brought on line. Staff training has been completed and updates are underway. An official roll out will occur as soon as all updates have been completed. It will be advertised in the next Newsletter.
2. The Safe Food Handling course will be advertised in the Newsletter, session to be organized.
3. Smart Serve training will be advertised, soon to be scheduled.
4. First Aid Training for staff, Council, contractors and others is in the process of being scheduled.
5. The request for OPP billing model letter writing campaign has been completed and achieved some success.
6. The liquor license application has been started but is an involved process which will take some time.
7. Work has been progressing on the Asset Management Plan which is overdue as it should have been completed by December 31, 2013. As described in the Small, Rural, Northern Asset Management Funding - Report #10/10/13/1202 it was staff intention to complete the plan in house as we have few assets but the detail that is expected by the province is outside our capability, considering the other jobs we have to do. The Small, Rural and Northern Infrastructure funding provided by the province at year end was to assist in further developing Asset Management Plans. We are in the process of contracting with a firm to help us complete ours using those funds.

WHEREAS the Small, Rural and Northern Municipal Infrastructure Fund (SRNMIF) was granted to assist small municipalities in completing and/or further developing their asset management plans;

AND WHEREAS the staff of Head, Clara & Maria has not yet completed the required plan;

THEREFORE BE IT RESOLVED THAT THE Council of the United Townships of Head, Clara & Maria does hereby authorize staff to complete the procurement process as per the municipal Procurement By-law and award the contract as soon as possible utilizing the designated funds.

8. Time constraints and uninterrupted work periods are becoming an issue. With the continued downloading of additional responsibilities by the province, the lack of specifically skilled

employees for these new responsibilities (Energy, waste, emergency mgmt.) and no increase in staffing and/or financing we are finding that we are falling behind.

New for 2013-2014 alone, we are now responsible for Energy Consumption and Green House Gas Emissions reporting, an Energy Conservation Plan, a multi-year Accessibility Plan, five separate waste reimbursement schemes/contracts (Phase 1, Phase 2, tires, WEEE and regular Blue Box), Contractor training plans and implementation under new Occupational Health and Safety regulations, and the annual Gas Tax report; all on top of the already full slate.

To put this in context, the municipality has had the same administrative staffing for at least 6 years. As obligations continue to increase, staffing hasn't. This might be something that will need to be addressed come budget time OR council will have to re-assess needs to eliminate some demand on employees. To date, we are proud to say that the only items which have not been completed (due to dedication of staff working overtime evenings and weekends) have been the Asset Management Plan and the Compliance Audit Committee under the *Municipal Elections Act*. Overtime however; is accruing.

One component of the role of a municipal employee is to be available to the public, fellow staff members and members of Council for various reasons. Noella and I each enjoy this part of our day however; it is a proven fact that while performing tasks which require concentration, every interruption results in a significant amount of time before you get back to where you left off.

"According to a study published by Cubesmart, Inc, we experience on average, one interruption every 8 minutes or approximately 6-7 per hour. That equals about 50-60 interruptions in an 8 hour day, 60-70 in a 10 hour day. Most interruptions take approximately 5-15 minutes. If you receive 50 interruptions daily and each takes 10 minutes that totals 500 minutes, which is 8 hours per day."

Staff are becoming a little overwhelmed and we have implemented some changes to attempt to work more efficiently.

- When Gayle is in the office for her one day a week, she will now work from Noella's desk providing Noella with a day with fewer interruptions. (Interestingly, Gayle's comments after the first day were, I can't get anything done.)
- When Noella has a particularly demanding task to complete, she will use a laptop and work from the Council Chambers room.
- Noella and I will each work from home at least one day per week. Laptops allow for each of us to perform our jobs from virtually any location with an internet connection and we find that working from home results in fewer interruptions and higher efficiencies.
- Occasionally doors will be closed.

We may consider other modifications as time goes on. As mentioned before, with only two staff members, when you are away from your office for any reason: illness, training or vacation, the work is still waiting upon your return. Since last fall, we have each been working over our allotted 35 hours per week and each have days of overtime (Time for Time) accumulated. The challenge will be to determine when those days can be accommodated as additional time off. It is a recurring issue.

Additionally, we often receive comments from members of the public that they receive nothing for their tax dollars. The attached letter is being considered to be included in the next tax mail outs for general information purposes. (It has been composed on personal time.) Please provide comments.

9. The Datacall has been completed.

10. We are working on procuring the audio equipment for the hall potentially with double use of some components for events at Old Mackey Park. Once prices are compiled, a final report will come back to Council to authorize purchase. We have had requests for:
- a. Outdoor speakers to enhance audio during presentations at Canada Day at Old Mackey Park;
 - b. Wireless speakers (to receive signal) for the hall to ensure that coverage is provided throughout the expanse;
 - c. Wireless/lapel microphones for presentations at the hall (and elsewhere).
 - d. System to play mp3 type recordings and cd's;
11. Goose cull application has been completed and forwarded. We have been successful in obtaining approval for cull and continued scaring tactics. Plans are underway to hopefully resolve this issue and once again be able to enjoy our facilities.
12. With final accounting; proceeds from St. Patrick's Day total \$552.94.
13. Request for funds for beautification of hall/office area – plant flower baskets for summer. In the past, flowers were purchased with personal funds and placed at the office. Staff can share perennials, but a small purchase of annuals would go a long way.

WHEREAS minimal funds applied prudently would allow for significant improvements to the appearance of the hall and office entrances at the municipal office;

THEREFORE BE IT RESOLVED THAT Council does hereby authorize staff to spend up to \$50 on plants and planting materials to improve the appearance of the facility entrances.

14. The social programming/recreation public meeting was successfully completed, with 6 members interested in joining and a feedback survey circulated to the community for details on what programming would be welcome. The survey will also be attached to the next Newsletter with results provided to the committee for their use.
15. The clerk completed a one day webinar (and read subsequent documentation) on the new Provincial Policy Statement – (provincial statement on land planning). It appears that there are ways to allow severances on land fronting on private or municipal roads which are not seasonally maintained. More work has to be done in conjunction with the Planning Department at the County but it seems that the new rules are lightened somewhat and give more decision making ability to the specific municipalities based on their specific history.

Information obtained during the PPS webinar indicates that strict interpretation of the PPS was prohibiting some development which may now be allowed. The rules concerning rural areas seem to have eased allowing for development on septic and well serviced lots.

- a. There is still some concern with development on unopened road allowances and private roads however; they are not specifically restricted. The goal is to prevent growth in areas which would place an unnecessary burden on the municipality – extending municipal roads. The second issue is the ability to have emergency vehicle access on private roads. In the past, there have been instances where private roads are not built to standards which would allow egress by emergency vehicles. There is mention that sections of the Condominium Act could be applied to ensure that private roads were maintained to a basic standard to ensure health and safety. Otherwise, this type of growth is discouraged. (Still seems to be a contradiction to me.)
- b. More work will be required with consultation with the County as in the past applications for severance were denied based on these factors stating that they were not allowed as they contravened the PPS. This no longer seems to be the case. The fact is that most

growth which will occur in HCM would come from severances and new builds. There is not much room for infilling; the land simply is not available.

- c. The province has recognized hunt camps, tourism operations and recreational builds as important for growth in rural areas and encourages their use providing that environmental studies are conducted ensuring that they pose no danger to water and land or face increased risk due to wildfire.
 - d. The presenters ensured that it was understood that all aspects of the PPS must be considered along with the specific historic growth of the municipality and continued growth in set patterns is now allowed. Hopefully the new rules will allow some additional slow growth for our area.
16. Philippe Geoffrion will be in attendance at May Madness to assist with our Emergency Management Promotion and Education component. Bob Labre will be in attendance and will fulfill components of fire safety public education obligations.
17. Request for free use of hall on Saturday, July 26, 2014 for the Patricia Lair Memorial ball tournament. Funds raised are donated to the DRDH and the Cancer Society. There will be a breakfast, lunch and dinner BBQ and dance.

WHEREAS Council is in the process of amending hall rental fees to provide routine “free” use for residents for community events;

AND WHEREAS this event is in memorial of a long term resident and planned by current residents, open to everyone;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby agree to provide use of the hall for no cost or a reduced cost of \$ _____.

18. We have recently received notice from MOE concerning the cell tower approval in Clara Township. The approval in principle has been received however the paperwork still has to proceed through proper channels. I have advised Bell; they should soon begin construction processed. Cell service should be completed later this year for Clara Township.
19. The material from the Bissett Transport accident is still in our disposal site. Initially we were told that the tipping fees we were requested were too high. We explained that our goal was to divert waste from our sites, not gain revenues from high fees. Then we were asked if the material could stay here for a short time until they found an alternate site. That was back in March. We have advised that the material needs to be moved by this Friday or they will have to pay our tipping fees. Wednesday we were notified that the material would be removed Thursday.

On a similar issue, we had a request to accept contaminated soil from that same accident. We consulted our new waste management consultants who reviewed the testing results of the soil sample. He was not satisfied that the tests included everything that was required. We refused the soil until additional samples were taken. We have not heard back from the firm, and assume that they took the material elsewhere.

20. Councillor Grills and I listened to a webinar concerning AMO's Steering Committee of OPP Billing. The short version is that the proposed solution has been recognized as being unfair and unworkable. Some of the cost splitting ratios – base costs and costs per call – are being amended after being identified as arbitrary.

The challenge is that a model which was initiated in 1998 by the province is still being used. The model has stayed the same while many other variables have been changing. There

are options that are being considered for amendment. The Steering Committee has suggested that there should be a “pay for say” in that the level of service provided should be reflected in costs.

A 43 page report is available for your review but in summary:

- a. Long term cost control should be a priority
 - i. Greater efficiencies in deployment and shift scheduling
 - ii. Collective bargaining and interest arbitration needs to be addressed
 - iii. Wages need to be reined in.
- b. Greater transparency in Billing and service is required
 - i. Transparency in how costs are assessed
 - ii. The split between Base Costs and Calls for Service to be reduced and defended with fact – currently looking to change from 70/30 to at least 60/40
- c. Two Billing Models have been suggested for further consideration
 - i. Whichever model is chosen, mitigation funding should be included
 - ii. 50% Household/50% Weighted Assessment is a valid option for Base Cost Component as it would include commercial, industrial, and residential as well as payments in lieu.
- d. Transition Support and Mitigation needs to be provided by the province
 - i. Separate from the Ontario Municipal Partnership Fund

21. It appears we have inherited a Karaoke machine for our community use I believe courtesy of the Beaulieu's. Councillor Antler has additional details.

22. Meetings have taken place with the group working on a “Shared Service Centre of Excellence” for Waste Management. Funding has been received through the Continuous Improvement Fund to attempt to form a template which could be applied around the province for waste management.

Any group of municipalities would be able to use this template to work together to share services to improve programs in each community. We are now at the stage where we have a list of “core services” which would be provided to everyone and a list of “alternate services” which might be required by some municipalities but not others and would be provided on an as needed basis.

A formula would need to be created to ensure cost savings for each municipality. The goal of participating in this pilot project is to hopefully come up with a program which each of the initial municipalities can buy into. Should this project be successful it would result in improved waste management for each municipality at a reduced cost or time commitment from current staff. In our case, without experts in waste management, some tasks are not receiving the attention they require. We are meeting legislated requirements but nothing more.

Using services of this central centre, our operations could be improved upon, costs reduced and time freed up for staff. It is still a work in progress as some municipalities have their own special challenges but progress is being made. CIF has stated that should we come to an agreement, they would provide funds for the first year of operations. Additional details will be provided once determined.

23. By the time of this meeting a decision will have been made to hire a part time summer worker to work with Terry. They have a slate of projects ahead including removing trees to ensure compliance with helipad regulations; the “Texas –gate” style culvert in Deux Rivières; spreading asphalt on Dunlop Crescent, Cotnam and Adelard Roads to prevent erosion and reduce need for grading in Deux Rivières.

24. Vesey's spring order sheets are available. Funds raised have been used for recreation type purchases and improvements at Old Mackey Park.

25. We are experiencing problems with the hot water in the hall. MacKinnon's have been called to trouble shoot.

Approved and Recommended by the Clerk

Melinda Reith,
Municipal Clerk