

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

Type of Decision									
Meeting Date	Friday, December 5, 2014				Report Date	Monday, November-03-14			
Decision Required		Yes	x	No	Priority	X	High		Low
Direction		Information Only		x	Type of Meeting	X	Open		Closed
Clerk's - Report #05/12/14/801									

**Subject:**

1. Students who need to make up their volunteer hours are being considered for and will be contacted to complete various tasks within the municipality inducing: Facebook page updates, recreation projects, general office duties.
2. The Asset Management Plan has been completed. A couple of year end updates are required and then the document will be posted on-line. We will then be compliant with MMAH guidelines.
3. Application for permanent liquor license is being processed. Signage has been posted as required and is to remain for 28 days.
4. The hall water softener has been replaced using Gas Tax Funding as directed by Council.
5. Halloween party held. Only had 6 kids stay although four others dropped by who had other plans. Perhaps we could make changes for next year – hold an afternoon party so that kids could go trick or treating elsewhere if they choose too. Decorations could then stay up to be used for an adult dance or dinner? Will bring recommendations to the Recreation Committee.
6. Ontario Tire Stewardship Program entered with assistance from Joe Hall. Clean up of existing tires will occur in the near future. Once they are cleared, we will be entered into the program and will receive compensation through the plan for tires collected at our sites.
7. New Councillor Training scheduled for January 15, 2015 here at the hall with Laurentian Hills and Deep River council and administration invited. Mike Galloway, CAO of Niagara-on-the-Lake will be presenting on contract with AMCTO. Lunch and refreshments will be provided. Times will be confirmed once I hear from Mike.
8. Individuals and staff have observed some significant internet service problems with Xplornet. We have communicated those to the Eastern Ontario Regional Network who is following up. Councillor Grills and I attended EORN's presentation to the County Development and Property Committee back in November.

The bottom line is that we have all that we are likely to ever have unless there are significant reductions in costs of technology or new technologies become available. The cost of running line to our area is simply too high for the number of potential users, even if every person were to sign up. There is no financial incentive for any company to come to our area.

EORN contracted with satellite providers to offer “best in price” discount for any EOWC (Eastern Ontario Warden’s Caucus) customer on any new pricing offered anywhere in Canada. It was quoted that satellite service should be able to provide 3 - 10 Mbps service at approximately the same price as other services. \$89/month top end for 10Mbps.

This is NOT what our residents have been provided. We have reported this and EORN is working to resolve the issues.

One problem is that the customer is to let Xplornet know that they are EOWC customers and need to ask for the upgrade to the new satellite. My question is “how do people know to ask this?” Xplornet will work with us to advertise specifically in our area. Once details are worked out, we should participate in a municipal wide advertising program.

9. Outside lights for the hall have been installed as per Council direction in early spring. New led and auto sensor lights cost approximately \$7,000. Are required for safety purposes. The lights on the south side of the building are all automatic or permanent. The lights on the west side are all on one switch and light the parking lot quite effectively.
10. Emergency Management Exercise. Compliant once again, Thank you Gayle. Issues with volunteer assessors project need to be re-evaluated by the Community Control Group who in HCM is Council and staff. We will plan to meet in the near future to resolve some issue.
11. Algonquin Land Claims meeting – discuss proposed settlement areas (240 pieces in the entire land claim area) at a staff level to deal with challenges with municipal plans, planning and zoning by-laws. Basically, the province is in a position to specifically allocate plots of land to the Algonquin Land Trust entity which will then own the properties in “fee simple”. This means that all municipal laws will need to be followed with any development or building just like any other property. All properties will be taxed as well.

The transfer will actually result in increased revenue for HCM. One property, near Pichette Bay is being considered for commercial development. Again, Council, the zoning by-law, the Official Plan and the Provincial Policy statement will all have to be consulted and complied with prior to any approvals being granted through the same process as any other property owner.

There are some areas of contention I am certain with suggested properties as one includes the entire area around Billy’s Lake and the Maribou. All the suggested properties have been identified and maps are available in the municipal office for review. All unopened road allowances will remain municipal property. Any request to purchase will be processed in the same manner as any other property owner’s request.

All adjacent property owners have been consulted at this point. It is expected that nothing further but planning and consultation will likely occur for the next 10 – 15 years.

12. Attended an information session at Eganville with Cunningham Swan, law firm with Councillors Grills and Foote. It was a worthwhile day with excellent information presented by this firm. I would suggest at a general level, that should HCM require legal representation for any area specific to municipalities, that this firm be considered.

We have recently discussed the status of the gas station in Deux Rivieres and potential municipal liability. This issue was further considered after the Cunningham Swan (CS) session in Eganville concerning Environmental Law. There is potential for municipal liability simply because the property exists within the municipality. MOE can and does issue no fault orders for clean-up in certain environmental situations. If any when this situation arises, I would recommend we consult with CS for advice.

First presentation was on a harassment free workplace – again, any future challenges, consult Alan Whyte, C/Swan.

Dave Munday spoke to Roads and registered plans of subdivision. There is some promise of dealing with private roads through condominium agreements. Dave spoke about the fact that past maintenance of a road does not automatically imply ownership. That the onus would be on a property owner to prove that a road is/was a municipal road prior to the municipality having to assume it. Obligations for overgrown roads, with limited use so long as the property owner has alternate means of ingress/egress are limited. The municipality could close the road and not maintain it.

The liability for unopened road allowance is significantly limited under the Occupier's Liability Act however; signage indicating lack of maintenance on unmaintained roads is strongly recommended.

Recommendation from Cunningham Swan session to install private road signs at all intersections with municipal roads declaring “not municipally maintained” and “use at own risk” at each entrance to private roads to limit Council’s liability in potential road matters. (This has been partially budgeted for in 2015 estimates.)

13. Staff would like to request that the oak Council table be moved to hall. It is a large table which limits use of space and since meetings have not been held in “Council chambers” for nearly 3 years it be removed. We are further requesting Council's permission to convert the existing room to office space including a file cabinet and shared desk for Council purposes/occasional use.
14. Resignation of Marion Chaput from the Recreation Committee. Appoint John Reith as replacement.

**WHEREAS** a member of the Recreation Committee has resigned and a position is vacant;

**AND WHEREAS** the co-chair has received an expression of interest from another individual to fill the vacancy;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby appoint John Reith to the vacant position on the Recreation Committee.

15. Can we use our Community Contact list to advertise Swisha fundraising events for their Santa Claus parade and Christmas party as our kids are invited?
16. Follow up on ratepayer questions about the stock piling of ties in Stonecliffe. CP clean-up crew plans to remove these ties before spring. They are loading from Mattawa and need to leave some here for a short time. Mattawa has said no to any more ties until some are removed they are being piled here to be transferred to Mattawa for loading on trains and eventual removal.
17. Through effective lobbying by municipalities affected by the decision the Power Dam claw back by the Provincial government has been deferred for the current year. We will continue to monitor this situation.
18. Housekeeping
  - a. Business cards you currently have will need to be discarded as email addresses for some members of Council have changed and obviously, council members have changed.

- b. I would like to include a brief biography of each member of Council for the website along with a photo? Could you please provide something for inclusion by March 15, 2015?
  - c. I would also like to include a photo and bio of staff members.
19. Staff Christmas party scheduled for December 19, 2014. Although the office will remain open, we will be using the hall for our lunch and cookie bake-off.
20. A resident has requested Councillor Grills' assistance in obtaining "Children Playing" signage in 2 locations in Mackey.
21. Service Centre of Excellence – as a continuation of work began in 2013, we along with 5 other areas municipalities are working with a consultant, Joe Hall, to improve and streamline our Blue Box and other Waste Management Programs. We initially received funding through the Continuous Improvement Fund to determine if this pilot project could be transferrable to other locations and if so, how it would proceed.

We were successful in the first portion of the pilot. We are now in the process of obtaining funding to actually organize and commence the joint working group. We have applied to CIF once again and were originally under the impression that they would fund our first year of operations at 100%. There is the potential that we may now need to finance 50% of the costs. The current estimate is \$4,000 for 2015 however we have not been approved or have had agreement from all parties as this has occurred during election times.

We will continue to work together but may need to finance a portion of this project. HCM does have funds in reserves which may be utilized to fund this project should it be required and as such, this item has not been included in the budget for 2015 at there are too many unknowns at this time.

22. We have had a request by our Grounds Keeper to consider blocking access to the Mackey Boat Launch after October each year. Considerable damage is done to the toilets and grounds with garbage dumped after this point. Provincial parks are normally shut and locked at this point.

Would council consider closing and gating the access to the boat launch and if so at what time? There is concern that this is a boat launch and people do still access the river until freeze. The municipality owns gates which could be erected as they are no longer needed at the disposal sites due to current electric fencing configuration. The challenge is more extensive at Mackey as this park is visible from the highway where the others are not.

**WHEREAS** considerable damage and soiling of the park area occurs after the end date for the park maintenance contract each year;

**AND WHEREAS** provincial road side parks are closed in October;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby authorize staff to install gates at the entrance to the Mackey Boat Launch and fence them off from \_\_\_\_\_ to \_\_\_\_\_ annually.

23. Considering that January 2 is a Friday, that the office is closed Wednesday, December 31 and Thursday, January 1, staff have asked that Council consider authorizing a closed office this Friday, January 2, 2015. Staff would have to use a vacation day or time for time. It would not be a paid holiday; it would simply avoid having an employee come in for the one day between New Year's Day and the weekend.

**WHEREAS** there is no cost to council in having the municipal office closed the Friday between New Year's Day and the weekend;

**AND WHEREAS** it would simply provide staff with a five day break at no cost;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby authorize staff to post notice and close the municipal office on Friday, January 2, 2015.

24. Suggestions for presenters for the next few months for Council and staff updates:

- a. Bill Riley, Insurance Representative;
- b. Bruce Howarth, County of Renfrew Planning Department;
- c. Steve Seller, Municipal Affairs and Housing;
- d. Mike Nolan and/or Brian Leahy, County of Renfrew Paramedic re: ORNGE Air;
- e. Peter Harrington – auditor will visit in spring;
- f. Any other speakers you would like to have address council?

25. Dave Bucholtz of Cambium has been moving forward on an application to expand the Bissett Creek Disposal Site as well as moving on finalizing the purchase of the buffer zone around the Stonecliffe site as commenced back in 2002. The surveyor had stalled on his end and Dave has him moving again. Hopefully this can be something we can complete in 2015.

26. There is an outstanding issue of the CAOs performance appraisal for 2014. Any suggestions? The Clerk will complete PA's for staff in a manner similar to 2013 at a joint session to collectively troubleshoot problems in service across all operations and goal set as all individual performance issues are routinely discussed upon occurrence.

27. Request for donation towards gifts and crafts for the CWL Community Christmas Party.

**WHEREAS** Council determined in 2013 that it would participate in the CWL Community Christmas party by not only donating the hall but by funding gifts and crafts;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby authorize staff to spend up to \$100 for this purpose as Council's contribution to the Community Christmas Pot Luck, which is open to everyone in the community.