

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

Type of Decision									
Meeting Date	Friday, December 9, 2016				Report Date	Tuesday, December 6, 2016			
Decision Required		Yes	x	No	Priority	X	High		Low
Direction		Information Only		x	Type of Meeting	X	Open		Closed
Clerk's - Report #09/12/16/801									

Subject:

1. Time since the last meeting has largely been spent:
 - a. Canada Day 2017 grant application submitted
 - b. Training Day – Emergency Management, WHMIS review, staff – minute taking
 - c. completing the attached research report for the Executive Diploma in Municipal Management through the Association of Municipal Managers Clerks and Treasurers of Ontario (AMCTO). Grading should be completed by the end of January, early February.

Succession planning in and around Renfrew County seems to be an issue for many municipalities. It seems that there is interest in a coordinated effort to address this issue with offers of collaboration from both secondary and post-secondary educators. Significant work would need to be completed to further this project. With renovations and Homecoming in the works for 2017, it looks like a fall 2017 project.

The report has been included here for your information.

2. Renovation/Addition – Kimberly Layman of Eganville has been hired to design plans for our renovations and additions. Darryl has promised to begin work as soon as possible after the office has been cleared after the New Year's Eve party.

It is the current plan to complete some significant purging and cleaning of the office while we are packing to move it – archiving what is necessary and eliminating that which isn't. We hope to be able to store some items (decorative) long term perhaps in the recreation and/or roads cargo containers, but will require some space in the hall. This may limit use of the hall for a number of weeks.

The plan is to have everything packed up and ready to move as soon as the New Year's Eve party is over. On the second of January, we hope to move remaining materials/furniture to the hall. We will set up a work station in the library as it will be cheaper to heat and some work must continue here; some files must remain available. We will work with Darryl to make this process as quick as possible however; it may result in the hall not being available for use from January 1 – to about the 20th. We recognize that this

will inconvenience some regular users – the exercise and yoga groups for a short period of time and we will advise them of any changes to their scheduling as soon as is possible. The hall is booked for January 21, 2017 and must be available by then.

3. A date is required for Clerk/CAO performance appraisal for 2016. A blank form has been included in this package to refresh council on process. Updated information as to goals, setbacks etc. for 2016 will be provided once a date has been set for discussion at the PA meeting.
4. Staff PAs will occur later this month or early January depending on independent scheduling.

Issues Added After Printing for Packages