

United Townships of Head, Clara & Maria Council

Report to Council

Type of Decision									
Meeting Date	Tuesday, April 19, 2022				Report Date	Friday, April 8, 2022			
Decision Required		Yes	X	No	Priority		High	X	Low
Direction		Information Only		X	Type of Meeting	X	Open		Closed
Report #22/04/19/1001 – Clerk-Treasurer Report									

Subject: Staff Report to Council on Current Projects and Assignments

Building Upgrades

Since the last meeting of Council, the flooring in the library has been completed and Library volunteers are working hard to move everything back in.

The new toilets have been installed and accessibility ramps are complete. The touchless mechanisms for the toilets still need to be installed along with touchless soap and paper towel dispensers. Windows are anticipated to be replaced around May 11th, when materials become available. The permanent barrier at the reception desk will be installed at the same time. Staff are awaiting quotes from Home Depot to have stone countertops and new sinks supplied.

Audio/visual equipment is to be installed starting April 26th.

Elections

Staff have been completing training through AMCTO and working on updating the municipal website to include information and forms. Candidate packages and forms are available to pick up at the office.

Audit

The 2021 audit is expected to be completed mid-May. The report will be provided at the June meeting of Council.

Asset Management

Staff have been meeting virtually with Marmak and are currently working on data entry into the new software system.

Tax Sales

There are three properties currently advertised for tax sale. Public opening is scheduled for May 4th at 3:00 p.m. The transactions for the previous three properties that were sold for tax arrears on February 23rd have been completed.

The final sale prices are as follows:

File No.	Roll Number	Number of Bids	Final Sale Price
19-01	47 98 000 015 09400 0000	11	\$82,700
19-08	47 98 000 010 07000 0000	18	\$100, 100
19-10	47 98 000 010 02915 0000	30	\$36,551

The highest bidder for File 19-08 did not fulfill the conditions to complete the sale of the property and therefore forfeited the deposit to the municipality (\$37,000). The second highest bidder did fulfill the conditions of the sale and became the successful purchaser. Payments have been made into court for any amounts over and above the cancellation price of each property. The legislation has changed resulting in the municipality not being unable to secure any unclaimed amounts in the future. For information purposes, there were 59 bids received at the last tender opening and as of 10:00 am on the day of bid opening, 126 packages were downloaded off of the OTS website.

Major Projects

The play structure and dock has been ordered for LaCroix Park. Estimated delivery of the play structure is October and estimated delivery of the dock is 2-3 weeks. It is anticipated that the new dock at LaCroix Park will be installed when the docks at the Stonecliffe and Mackey Boat Launches are installed. Removal of the old dock at LaCroix Park is complete.

The Stonecliffe Break Wall extension is complete. Both walls were extended an additional 25 feet off the existing walls, with a 3-foot increase in height on the extended walls. Additional material was added to the existing walls in order to support the new extensions.

Jesse will be meeting with Darryl Francoeur of Mackey Construction in the coming weeks to review the replacement of the steps at Old Mackey Park.

The closure of the western entrance of Dunlop Crescent requires further review. After Council passed Resolution No. 22/03/22/1003, Staff followed up with MTO to obtain further information and direction, who provided the enclosed letter. In addition to engineered design drawings and encroachment permits, a traffic control plan will need to be submitted.

Staff have requested a quote from JP2G, who are qualified to complete the design drawings. At the time of this report, Staff are awaiting a response. The PWAG will begin working, in conjunction with the contractor who will be completing the project, on creating a draft construction plan to be submitted to MTO.

Once pricing is determined, if Council still wishes to proceed with the closure, a formal By-Law will be drafted for Council's approval of the road closure.

Further review of streetlight installation has been completed by PWAG and the recommendation stemming from the group is that the municipality proceed with Aultman Rental for the installation of the streetlights, provided that a reference check is completed and satisfactory. If so, Staff will complete the paperwork required by Hydro to begin initial work on the project.

Financial Considerations/Budget Impact:

None at the time of the report – estimates for engineered drawings will be provided at the meeting if received in time.

Enclosures:

Letter from Ministry of Transportation regarding requirements of road closure.

Approved and Recommended by the Clerk

Crystal Fischer,
Clerk/Treasurer