

Type of Decision									
Meeting Date	Thursday, August 22, 2013				Report Date	Friday, August-16-13			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	X	Information		x	Type of Meeting	X	Open		Closed

REPORT TITLE
Clerk's Report - For Information Only #22/08/13/801

1. Canada Day grant final report has been completed and will be submitted this week.
2. September Newsletter is to be mailed by August 30<sup>th</sup>. Please submit any contributions by August 26.
3. Gayle and I have met with Philippe Geoffrion from MOE and representatives of the Red Cross to fine tune our plan for Emergency Management purposes. A training/exercise will occur in September and Philippe plans to be in attendance to provide direction and input. It has been decided that this will be the only notice provided to you or the public until the date and time for the training. We are attempting to determine real time and real response capabilities. An emergency management meeting will occur after our call out. Please make every effort to attend on short notice.
  - a. The Red Cross can offer us various services if Council chooses to enter into an Agreement for Disaster Relief Services. Depending on what we determine are actually required for HCM services could include:
    - i. Shelter and/or Reception Centre Management
    - ii. Family Reunification
    - iii. Emergency Lodging
    - iv. Reception and Information
    - v. Emergency Food
    - vi. Personal Services
    - vii. Emergency Clothing
    - viii. Volunteer Management
    - ix. Outreach/assessment days into an event
    - x. Case management – psychosocial support
    - xi. Logistics
  - b. They do offer personal disaster assistance programs which normally are carried out with little cost to the municipality and often cover <50 people.
  - c. Depending on the event, size, length of time etc. and **only if the community calls them** would there be charges. Charges are typically costs of deployment, personal transportation and feeding of volunteers. They are self-sufficient bringing their own command posts etc.
  - d. Due to the size of our community and the potential lack of volunteers it is recommended that Council approve entering into this agreement.

**WHEREAS** the Red Cross is available to provide emergency services to and within our municipality in the event of an emergency and upon request from council;

**AND WHEREAS** a basic service agreement is to be entered into prior to any need so that logistics etc. may be worked out;

**AND WHEREAS** costs would be on a cost recovery basis and are mainly the cost of deployment and travel when the Red Cross is called upon;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby agree to enter into a service agreement with the Red Cross knowing that there are no costs to be incurred until and unless the Council calls in the Red Cross in the event of an situation beyond our response capabilities.

4. The construction project has “found” some additional work. The floor under the kitchen needed to be replaced. Water had collected under the flooring between the plywood and the vapour barrier. Bob Labre has looked at the situation and he and Darryl Francoeur have worked out a cost effective solution. The entire floor does have to be replaced however; the joists were OK. Costs will be minimal considering the type of damage found.
5. Looking to the future and a possible grand re-opening of the hall; any ideas? One suggestion would be to incorporate the annual Christmas party with a re-opening? Obviously we do not yet know completion dates but November is the current estimate.
6. As recent correspondence has suggested, TransCanada has advertised and concluded an “open season” for the transfer of the existing gas pipeline to an oil pipeline which has been met with significant interest. An open house has been set for Wednesday, September 11, 2013 at the Public Library in Deep River. It will be an open session with attendees from TransCanada available from 4:00 p.m. to 8:00 p.m to answer questions on a one to one basis and not a formal presentation.
7. I have followed up with Ornge air concerning the state of our helipad and our lack of maintenance contract. Their records indicate that we have an operational site. We never did sign a maintenance agreement. Hopefully this will be resolved soon.
8. Councillor Gibson reviewed the challenge on Dunlop Crescent and has provided a workable solution which is being implemented. Thank you Councillor Gibson.
9. Deep River and Area’s second “Social Inclusion” meeting is scheduled for September 24<sup>th</sup> from 3 – 5 at Mackenzie Community School to brainstorm ideas and next steps so that as many local organizations as possible can share the same message providing consistency in purpose. Anyone interested in this “anti-bullying” project is invited to attend, either as an individual, parent, grandparent, child, concerned citizen or representing area organizations or workplaces. Everyone is welcome.
10. 2014 budget and extension for Old Mackey Park pavilion. After watching tents being erected and removed at the Canada Day Celebration we have received suggestions to make that process somewhat easier. For years the tents have been

borrowed with donations being provided to the lenders in gratitude. What has been recommended is a system of poles being stored along the peak of the pavilion structure so that they can be extended and draped with tarps for an easier solution to increased cover. The costs are estimated at approximately \$500 - \$600 but would need to be researched further if council sees the value in this project.

11. Staff has met and discussed strategies for increasing participation in our Blue Box program and recycling in general by our summer visitors. A schedule has been completed for the CIF Blue Box Communications Plan which will result in receipt of \$5,000 to use towards this project.

Work is underway to consider the types of activities and products which would help to create awareness and increase participation in the Blue Box plan by summer visitors, in the campgrounds and throughout our cottages. Some products have been created and distributed; others are in the works. All products will be covered under the CIF funding received. Some samples have been provided for your reference.

12. Work has begun on improving the signage and corporate image of HCM with new signs being sourced for the hall, library and garage. The old signs have been/ are to be removed. New signs will be created which will identify the locations/entrances for different building uses.

Name plates are being costed for Council and office staff. Although this issue was one that was listed as a goal for staff for 2013, there was no budget line to accompany it. We have recently found that a grant was missed being added to the revenue section of our budget of \$5,000 but has been expensed. This means that once we receive the grant funds we will have an additional \$5,000 to use towards other projects. Signage could be it.

1. Desktop name plaques.
  - a. Staff
    - i. Melinda Reith, CAO/Clerk
    - ii. Noella LeBreton, Treasurer/Deputy Clerk
  - b. Council
    - i. Reeve Tammy Stewart
    - ii. Councillor Jim Gibson
    - iii. Councillor Doug Antler
    - iv. Councillor Debbi Grills
    - v. Councillor Bob Reid
2. Name plates can be obtained for approximately \$30 each and come with removable inserts to change upon personnel change.
3. Outside Building Signs. Cost will vary depending on size and material. Options are currently being considered.
  - a. Head, Clara & Maria Public Library
  - b. Head, Clara & Maria Municipal Office
  - c. Head, Clara & Maria Municipal Garage
  - d. Head, Clara & Maria Community Centre

**WHEREAS** during the CAO's annual performance appraisal "improving signage and corporate image" was listed as a goal for 2013;

**AND WHEREAS** funding was not allocated to that activity at that time;

**THEREFORE BE IT RESOLVED THAT** Council does hereby agree to use the "found" funding of up to \$5,000 for increased and improved signage for the municipal hall/office/library building, the municipal garage and for interior spaces.

13. Work has begun on contingency plans for our recycling program. We have a number of options all with their own challenges and price tags which staff are researching. A comprehensive document will be provided in September or October for council consideration and discussion.
14. Jp2g has been contacted to provide an update on the procurement of the Contamination Attenuation Zone or buffer zone surrounding Stonecliffe Disposal Site. There has been no activity on this issue for some time. With the decommissioning of the CP rail line there will be one less hurdle as they did not wish to waive their rights considering leachate and potential run-off, one of the issues holding us up.
15. Jp2g and Cambium Environmental have been requested to provide a quote for an application for site expansion at Bissett Creek now that the CAZ and surrounding lands have been purchased for that site. Funds have been budgeted for this process.
16. Back some months ago I was tasked with arranging in-house training for staff and Council inviting area personnel for AMCTO's *Municipal Governance Training for Council and Staff*. Due to the fact that current Councils had been in session for nearly three years there was little interest from our neighbours. To have the session for HCM alone would cost over \$2,500. Without an additional 3 people, AMCTO was reluctant to have the training here. Due to recent changes in local staffing in neighbouring municipalities does Council wish to take a second look at hosting this training and plan for December or January knowing that this is the last year of this term of Council? Or would be more prudent to hold off until after next year's election?

**WHEREAS** Council has agreed to spend education and training funds on AMCTO's Municipal Governance Training for Council and Staff;

**AND WHEREAS** recent changes to senior staff and Council in neighbouring municipalities may improve chances of their participation;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby agree to contact AMCTO and neighbours to determine the viability of holding such an in-house session upon the hall re-opening in December or January.

17. Work has begun on bringing Council's list of priorities to the public through the Newsletter and an invitation to participate in a committee to further the strategic planning process for the municipality. Once responses have been received; a meeting will be scheduled for September or October to move forward with creating Vision and Mission Statements. If Council has any direction for these statements, please provide to staff. Otherwise we will create some suggestions at a staff meeting and present them to Council for further consideration at a later date.
  
18. Linda Stewart has informed me that she will be retiring in October. The employment opportunity will be advertised in the near future. Thank you Linda for your exceptional work over the past years.
  
19. Work has been completed on the steps and slope at Old Mackey Park and the area is now crying for a little vegetation to finish the project. We have learned of interest from a number of residents who have extensive perennial gardens and are willing to share plants. We are planning to hold a "landscaping" afternoon in September to plant along the border of the rocks and grass. If you have any perennials to donate or are willing to participate please let me or Gayle Watters know.