

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

Type of Decision									
Meeting Date	Thursday, September 12, 2013				Report Date	Thursday, September-05-13			
Decision Required		Yes	X	No	Priority	X	High		Low
Direction		Information Only		X	Type of Meeting	X	Open		Closed
<b>Clerk's - Report #12/09/13/801</b>									

**Subject:**

1. Michelle Street of the Board of Health visited on staff request to advise on kitchen design. Additional information in Renovation Update report.
2. Insurance renewed with MIS through Knox in North Bay at less than 2% increase over last year's cost.
3. Completed information for Baldwin Township in McKerrow concerning provincial funding formula and provincially mandated services. Had a lengthy discussion with their Clerk who admits that financial problems are very different but also similar around the province. She has spoken with many respondents to her questionnaire and has promised to share their proposal to the province once compiled.
4. Requests for quotes have been sent for appliances.
5. Culture Canada grant application for archival of municipal records has not been applied for. After consulting with our area representative it was learned that digitizing our minutes/by-laws would not qualify. Other options will be pursued to complete this worthy project in conjunction with the Library Board should they agree to future collaboration.
6. Response letters have been sent to the Balla-Boudreau's addressing their concerns from the last meeting.
7. Would council consider allowing use of municipal letterhead for the social inclusion campaign in conjunction with the Phoenix Centre? We plan to request donations from Deep River businesses for snacks/beverages for the Anti-bullying and social inclusion meeting to be held on September 24, 2013. As I am participating in planning and organizing I wondered if we could obtain Council support in this capacity.
8. An Emergency Management formal education survey has been completed on request from EMO.
9. Gayle has suggested using some our new found space for a collection depot for various recycling "donations". Most of those planned would need minimal space as they are paper or other small materials. As an example...Collected used stamps are repackaged into 25 lb. bags and sold to stamp dealers. The money raised from stamp sales is used to supply medicine, care and rehabilitation to people suffering from

leprosy. Collected pop can tabs can be used for wheelchairs through a President's Choice Children's Charity.

- a. Gayle has shared some information which we will include in the next Newsletter. We/staff will be responsible for collection and will have high school students who require volunteer hours to assist with sorting and shipping as necessary. Thanks for the suggestion Gayle. We are now looking for clear collection containers which could be installed against a wall somewhere in a prominent location to mark our progress. Any ideas?
10. Noella has completed the 2012 Performance Measurement report which has been posted on-line as per legislation.
11. Request for quotations have been sent for website re-design and update.
12. Work is continuing on our service delivery review of our recycling program.
13. Work is continuing on the CIF Blue Box Promotion and Education project funded by Stewardship Ontario and Waste Diversion Ontario.
14. A meeting with fellow County municipalities, CIF and Joe Hall of Redi-Recycling to discuss the Service Excellence Delivery of Blue Box program within the County sharing services and expertise increasing returns and participation is being scheduled. HCM will be represented.
15. Work is continuing on the procurement of new interior and exterior signage for the municipality.
16. Additional projects for high school students for volunteer hours will include dusting all chairs/tables in the hall once construction is complete and updating our 911 list by comparing it to MPACs property owner list to reflect transfers in title since this system was first created. The County has provided us with the Access documents which we are now capable of updating. The challenge is the time required.
17. Peter Jones, Helipad Inspector for ORNGE Air was in to inspect our site. Additional work is required in removing an expanse of trees from the corner of Boat Launch Road and Loggers to maintain night certification. He also expressed that in light of recent accidents up north it may soon become standard requirements that lighted windsocks be installed to maintain night use certification. Until the trees are removed, we will be only able to operate during the day. Same with the light and windsock once this requirement becomes mandatory. We have yet to work out details for a site maintenance agreement with them however; meeting these requirements will still allow for site use.
18. Reminder that an Emergency Management exercise will occur in the near future; Philippe Geffrion of EMO is planning to attend to provide some guidance to Council and staff. Please plan to attend.

Approved and Recommended by the Clerk

Melinda Reith,  
Municipal Clerk