

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

Type of Decision									
Meeting Date	Friday, September 27, 2013				Report Date	Monday, September-16-13			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed
<h2>Clerk's - Report #27/09/13/801</h2>									

Subject:

1. It is expected that a contract for webpage updating will be awarded to Blue North Studios for \$2,925 + HST. To review their work please visit <http://bluenorthstudios.com/>. They have completed sites for Ottawa Valley Tourist Association, Renfrew County Community Futures Development Corp., Laurentian Valley, and the Town of Deep River to name a few. If there are any specific features which should be considered, please let us know. Funds are to come from the IT reserve as discussed previously.

WHEREAS Council recognizes that the municipal website requires some upgrading and additional tools such as search features and drop down menus to simplify pages and improve access to information;

AND WHEREAS changes to a webpage must now meet the Accessibility standards as legislated;

THEREFORE BE IT RESOLVED THAT Council hereby authorizes staff to remove \$4,000 from the IT reserve fund to pay for updating the municipal website.

2. Work is continuing on the CIF Blue Box Promotion and Education project funded by Stewardship Ontario and Waste Diversion Ontario.
 - a. Letters have been sent to campground operators to obtain their interest in changing posters on a monthly basis, handing out Newsletters to their occupants, receiving a recycling container and posting signs on their property.
 - b. Draft signage has been forwarded for quotations.
 - c. Recycling bins have been quoted.
3. The 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 is to be held on September 26. Updates will be provided as available.
4. Work is continuing on the procurement of new interior and exterior signage for the municipality.
 - a. Information has been provided to receive a quote.
 - b. Interior name plates have been ordered.

5. Staff were reminded by a ratepayer that the highway construction in Bissett Creek was beginning. Since that time we have contacted the contractors and have been stockpiling material to be used for various purposes within the municipality including reinforcing some roads. Additional material will be going to the salt shed area in Deux Rivieres. Thank you Mr. Line.
6. As a follow up to the Council resolution from the August 22nd meeting, AMCTO has advised that this late in the election term the Governance training would not be viable. They have suggested election training for staff instead.
7. Work is continuing working out an agreement with the Red Cross.
 - a. Deborah Smith is to amend the agreement to meet our requirements.
 - b. We are in contact with the OPP to determine requirements/costs ease of access for Criminal records checks which are required for all volunteers.
8. Work is beginning on Elections preparation for 2014. Although the election is not until October 27, 2014 nominations open the first week of January. By that point, all policies, forms etc. will need to be finalized. A comprehensive newsletter outlining important considerations and responsibilities of candidates will be created and circulated early in 2014 or late 2013. Updates will then become a part of the regular Newsletters for 2014.
9. Bill Riley our insurance broker has been contacted to attend the Emergency Management volunteer training to be held on December 4, 2013. He will speak to Council, staff and volunteers about liability, volunteering and emergency response.
10. Budget deliberations will begin shortly after Noella has had some time to catch up from her vacation. If you have any item which should be considered during budget deliberations, or issues which Council has previously discussed but deferred, please submit for consideration during this time.

Approved and Recommended by the Clerk

Melinda Reith,
Municipal Clerk