

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

Type of Decision									
Meeting Date	Friday, February 21, 2014				Report Date	Friday, February 21, 2014			
Decision Required		Yes	X	No	Priority	X	High		Low
Direction		Information Only		X	Type of Meeting	X	Open		Closed

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## Clerk's - Report #21/02/14/ Municipal Checklist

**Subject:**

Municipal Checklist meeting held on Thursday, February 20, 2014. In attendance: Reeve Stewart, Councillors Antler, Gibson and Grills; Noella LeBreton, Treasurer; Melinda Reith, Clerk/CAO; One member of the public.

The meeting has been audio recorded and is available for review. Overall the meeting was a huge success. As it was not a "true" Council meeting in that decisions were not to be made an atmosphere that allowed brainstorming and frank discussion was evident. I believe this discussion was full of encouragement and positive focus for the future of our community, at least for the people in attendance. Now the task is how to turn that positive energy into position action to obtain and achieve results.

Although no decisions were made, areas which required attention or tips to share information, improve processes etc. include:

1. The Documents and tools listed in the package are mostly available on-line and/or on the flash drives provided to Council members. Updated documents can always be requested from staff.
2. Council Orientation – information is good; presentation is required so that a refresher is given to returning members and new members are exposed to specific documents. True understanding will only come over time with familiarity and use.
3. Employee evaluation forms and formats require attention and updating.
4. The Newsletter should have the Mission and Vision Statements front and centre.
5. There needs to be an evaluation of the efficiencies of job positions. Is there a reason that the Road Super and Waste Management positions cannot be coordinated? Discussed constructive dismissal in substantially changing the terms and requirements of any job. Clerk has not had time to give this issue the attention it requires. Perhaps an outside firm might be hired to review this process for us? Discussed gas bills for vehicles; the need for two vehicles; coordinating and postponing activities so that they may be completed with one trip instead of several.
6. Need to ensure that Emergency Management contact lists are updated regularly and phone contacts have been tested; listing on doc's the latest test/update date. The fact that the County still has Norm Lemke's name as a contact... subsequently, so does our list.
7. Economic Development was discussed.

- a. What can a municipality do to encourage growth? Additional business? There is potential for additional for seasonal sites at our campgrounds as all have reached capacity. What can we do to encourage another establishment, the expansion of existing which would encourage employment?
  - b. What can we as a municipality reasonably do to improve our community?
  - c. Need to focus on 10 years at least. Seniors home. Services? Water? Sewer? Complete basic environmental assessments so people asking questions will immediately have some answers. What is needed to develop? Advertise our low rate of taxes. Maintain rural focus with controlled specific growth.
  - d. State of Bulletin Boards and need for a larger one in Deux Rivieres and repair to the one on Mackey Creek Road. The one on Boudreau could use some attention as well.
8. Elections – discussed turnout – as a percentage of permanent residents – great nearly 95% noting that not all voters were resident. As a percentage of total only 28%. Is there a way to improve voter turnout. Brief mention of change to vote by phone and on-line voting.
  9. Discussed the fact that we have no debt but do have the capacity to borrow up to \$2 million at 5% over 20 years if council found a project worthy. Spoke about a senior centre, a permanent liquor license and need for a café type establishment and our position along the snowmobile trails in the winter.
  10. Spoke about other recreational opportunities, equipment – shuffle board, table tennis, pool table? Open the hall to drop in. This will bring in more people of all ages to utilize our community centre.
  11. Tax arrears reducing. Tax rate low and steady.
  12. Equipment and infrastructure – roads in good standing. Buildings updated. No major needs in near future.
  13. Demographics – 2006-2011 StatsCan show increase in population by 3%. Number of kids in Stonecliffe/Mackey increasing.
  14. Employment and retirement within the community.
  15. Volunteerism and growth. Somewhat steady. Need for a volunteer appreciation gesture at an already planned event? Hiring someone to man a BBQ? Simple to locate someone from outside our community to work an event.
  16. Council meetings and voting. It was discussed that members need to come to the table prepared to defend their position but also with open minds, capable of being changed with new information and/or contrary opinion. Council members should not simply declare how they intend to vote but be able and willing to explain the reasoning behind their vote. Members of the public need to understand why decisions of Council are being made the way they are made; least of all for when an election comes around.
  17. There is willingness for coordination of services, cooperation with other municipalities. Limited opportunity.
  18. Waste management and Community composting. Look to ideas used in other similarly sized municipalities to manage a centralized compost area. Even if there is no collection, it might still encourage independent participation. It has been stated many times that a trip to the “dump” is a social activity in rural communities.

Approved and Recommended by the Clerk

Melinda Reith,  
Municipal Clerk