

Type of Decision									
Meeting Date	Friday, April 23, 2010				Report Date	Wednesday, April 21, 2010			
Decision Required		Yes	X	No	Priority	X	High		Low
Direction Only		Information Only		x	Type of Meeting	X	Open		Closed

REPORT TITLE
Clerk's Report - For Information Only 23/04/10/201

1. First phase of water problem has been corrected. There was a leak under the ground at the garage and a second leak in the line that have been repaired. Currently, there is a leak in the garage and Terry is applying a short term fix. We are asking for quotes to fix the problem permanently, moving the pipes from inside the insulation to inside the walls. Will proceed with installation of filters May 3 and 4. There will be no water in the hall on the 3<sup>rd</sup> and sporadically on the 4<sup>th</sup>.
2. Notes from Renfrew County Clerk's and Treasurers Association Meeting attended Friday, April 9, 2010 –
  - a. Steve Sellers from MMAH asked for information about reduced OMPF and its affect on budgets. Although he is aware of our situation, we will provide additional information to him.
  - b. Bill 212 changes Elections Act to require a Compliance Audit Committee. Any investigations into election finances will be paid for by the municipality. We will work with Laurentian Hills and Deep River to see if we can form a joint committee. Minimum 3 individuals, max 7.
3. Wednesday, April 7, 2010 attended the Rotary Club's meeting re: Canada Day Celebration. They have no specific agenda or purpose in asking neighbouring communities at this point, simply want to be inclusive. Are looking for ideas and volunteers to provide the event, program etc. They are planning a parade, mini-speeches "why I love Canada", picnic, various entertainment and activities. Still just looking for ideas and would like for HCM to come up with an activity/event and completely organize, plan and staff it. We will work on this and prepare something further for Council consideration.
4. Held an employee meeting on Wednesday, April 14, 2010. Decided that we will have all staff review WHIMIS training. Spoke with Wayne Kirby, Kevin Waito is able to deliver training. Will contact him to set up ASAP. Discussed possibilities for increased waste diversion – suggested charging Driftwood; community promotion of composters; bag limits. Suggestion to hold a Fall event similar to May Madness hosted by the Municipality to encourage people to sell their end of summer excess instead of delivering it to our landfill.
5. Tuesday, April 20, 2010 attended the Risk Management Seminar hosted by LH and presented by Bill Riley of MIS Insurance our provider. Key points for our purposes:
  - a. Municipal liability is a huge issue; must be expert risk managers in a large number of areas. Mostly common sense.
  - b. Liability claims allow you no control whatsoever. You do not know who will sue, what they will sue over, or what it might cost. You won't know until its over.

- c. Otherwise our main liability is our roads. Make sure that proper records are being kept. We are already doing this.
  - d. Municipal Alcohol Policy – although not a policy but a contract we have covered all the pertinent aspects transferring liability from us to the lessee. (I have been in contact with Bill Instance and will receive his response to our challenges with the agreement soon.)
  - e. Signage that we should consider:
    - i. On garage – falling ice and snow, park 20 feet back.
    - ii. Old Mackey Park – Unsupervised park/beach! Use at your own risk! If you notice any problems, please call us at....” Hours of operation. Notice – high cliff;
    - iii. Class 6 roads and unopened road allowances – Unsupervised/Non-maintained road, use at your own risk. Adelard?
  - f. By-laws must be current and being enforced to be defensible in court, otherwise; get rid of them, they are useless.
  - g. Joint and Several Liability – even if you are found 1% liable, in Ontario you may be liable for 99% of the costs of a settlement if the other party is not able to pay.
  - h. Important for Employees and Council members to remember to never admit liability even when they think the situation may in some way be our fault.
  - i. MIS has not had a rate increase in 4 years, not likely in the next two. A Risk Management Program will help to keep costs down and keep us insurable.
  - j. Risk Management – the process of making and carrying out decisions that will minimize the adverse effects of accidental losses upon an organization.
6. Wednesday, April 21, 2010 attended an on-line OGRA webinar on the changes to the Minimum Maintenance Standards.
- a. The standards are a minimum, compliance is voluntary, and can be exceeded.
  - b. Class 6 roads, of which almost all of ours are, are not covered under the legislation. We used Class 5 standards when developing ours.
  - c. There is however; a legal duty of care that needs to be applied and any standards set must also apply even during bad weather, storms, traffic or accident. You must be able to prove that the actions that were taken were reasonable under the circumstances.
  - d. Must react “as soon as practicable” as set out in the legislation.
  - e. Not all of our roads need to be traveled to determine if winter maintenance is required. A list of “representative” roads may be compiled with only those being viewed.
  - f. Snow removal – must begin once a depth as set out in the table is reached and recommenced each time it reaches that depth for as many times as is required during one event. The length of time specified in the chart is the time after the event stops that total cleanup should occur.
  - g. A normal winter patrol route should be used unless a winter event is coming from a direction that is not usual. You must be able to prove why you changed your route.
  - h. Constructive Knowledge – ought reasonably to be aware of the fact.
7. Have contacted Ontario March of Dimes to prepare a plan for our accessible washrooms. Will go to tender once created. Hopefully to be completed by fall when cards restart. Will likely have to cancel at least one senior luncheon maybe two.
8. OVTA has an arrangement to distribute brochures for members. I have updated and printed a number of brochures and will provide them to OVTA by May 7 for distribution

throughout the valley. John Walden distributed the remainder from 2009 at the Petawawa Showcase and said that there seemed to be a decent amount of interest.

9. There has been verbal contact with the new park supervisor from Driftwood who has been advised that there will be tipping fees for 2010, that amounts are still being decided.
10. Municipal Datacall has been completed and submitted to WDO. Time will tell what our 2010 compensation will be, based on 2008 data, as they are always working 2 years behind due to data processing times. Based on data collected and submitted we recycled 24.83 tonnes compared to 31.81 tonnes in 2009 with total costs of \$24,815.14. this amounts to 73.20 kgs per household based on 339 households (includes all camps and cottages). We collected 4.11 tonnes of other materials at the disposal sites or on the large collection days and 27.26 tonnes of yard waste.
11. Have had conversation with Norm Lemke regarding setting a meeting date and time with Algonquin Land Claim, Municipal Advisory Committee. My last offer was to attend prior to a meeting of Council as most of you would likely be available. I am waiting for a response from Norm.