

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

Type of Decision									
Meeting Date	Friday, February 13, 2015				Report Date	Wednesday, February-25-15			
Decision Required		Yes	x	No	Priority	X	High		Low
Direction		Information Only		x	Type of Meeting	X	Open		Closed
<h2>Clerk's - Report #13&amp;27/02/15/801</h2>									

**Subject:**

1. Time since last meeting has largely been spent on the following:
  - a. Follow up from meeting;
  - b. Completing goals for 2015;
  - c. Developing goals for employees for 2015;
  - d. Scheduling employee cross training, employee meetings,
  - e. Completion of AMCTO elections survey;
  - f. Submission of the Salary Disclosure report to MMAH;
  - g. Read, sort and delete hundreds of emails;
  - h. Information and Privacy Commissioner annual report;
  - i. Review of funding/grant opportunities.
  - j. Meeting with OnServe representative for IT purposes.
  
2. Employee performance appraisals have been created and mostly completed. A combined system of independent, interview and team review and goal setting has occurred for 2014 reviews. The final phase will occur next week at our first employee meeting of this year.
  
3. Trail Side Café – successful first Saturday – not many sledders but quite a number of locals came out to sample our menu – all expressed approval, some with promise of repeat business.

**AFTER PACKAGES PREPARED**

4. Reminder to complete the Municipal/Council Report Cards for the March public meeting.
5. Reminder to complete a brief personal biography/history for the web page.
6. Council approval for absence.

**WHEREAS** Councillor Chartrand is accepting an employment position which may result in him missing consecutive and regular meetings of Council;

**AND WHEREAS** Section 259 of the Municipal Act states that “(1) The office of a member of council of a municipality becomes vacant if the member, (c) is absent from the meetings of council for three successive months without being authorized to do so by a resolution of council;

**AND WHEREAS** Council has acknowledged this opportunity and expressed that allowances may be made by changing meeting dates and/or authorizing leave;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby agree to excuse Councillor Calvin Chartrand from meetings due to his absence from the area due to employment in another province for the calendar year 2015.

7. Tadeusz (Ted) Wieclawek the Ontario Fire Marshal and Chief, Emergency Management has proclaimed newly required training for CEMC's, program coordinators, and members of the Municipal Emergency Control Group. After our exercise in 2014 we discussed hosting updated Basic Emergency Management Training here. I have sent an email to Philippe to offer our facility for additional training. Costs of providing food and venue are cheaper than having our people travel. Depending on how and where training is to be provided, we may need to remove funds from the Emergency Management reserve to cover expenses. This will be brought back to council once further research has been completed. Many communities have expressed their dissatisfaction with this edict at this time in the year due to budgets being completed or nearing completion and no notice of changes with significant costs attached.
8. We can schedule an informal Google Calendaring training session if anyone is interested – some staff members would like an overview. Please let me know if you are interested I and I will schedule it.
9. Ontario Power Generation – offer of hall for spring Stakeholder meeting. Has been scheduled for Tuesday, June 16, 2015 at 7:00 p.m. Mayor Gibson and dam tour?
10. North Renfrew Emergency Response Unit - next steps and report will be prepared for next meeting. Still waiting information from Deep River about financing.
11. Council to annually provide a list of projects towards which donations will be allocated as per the municipal Donation and Fundraising policy – to focus on capital purchases or special events. Do you have anything to add/delete? Suggestions include:
  - a. Play structure for Stonecliffe grounds
  - b. Benches for Lacroix Park
  - c. Benches and shade for ball diamond
  - d. General ball diamond improvements
  - e. Benches/beautification of boat launches

## **SINCE FEBRUARY 14, 2015**

1. The Trail Side Café proceeds for Feb 21<sup>st</sup> are \$663.80 (\$622 for food & \$41.80 Donations). The total revenue thus far is \$1489.05. The total receipts (including the ones John handed in today) reimbursed are \$877.81 + \$118.85 (Non-refundable HST), leaving a profit of \$492.39, with one more weekend to go and almost all expenses accounted for.
2. The contract with Onserve, for IT support has been signed and the process to have them take over our IT needs has begun. They have installed commercial anti-virus and firewalls providing a better level of protection and security than we've had in the past.
3. FYI - I have received a request from Linda Chartrand to have free use of the hall for Sunday, May 10, 2015 to hold a fundraising Mother's Day Breakfast with proceeds to the Canadian Cancer Society's Relay for Life. As Council delegated this responsibility to the Recreation Committee back in August of 2014 I have forwarded the request to their attention.

4. The Emergency Management review will be rescheduled to take place in April or May.
5. Donation letter drafted to include in the tax bill mailing next week.
6. Met with Steve and Jaimie from MacKinnon's re: water system. By legislation this system should not be serviced by anyone who is not trained. There is an emergency contact number on the system. If staff are not available; we have been directed to call MacKinnon's to trouble shoot the problem.
7. Regular employee meetings have been scheduled for the entire year with a request to Shelley of Valley EFAP to give presentations on Time Management, Organization, Stress and Work/Life Balance. Once dates are confirmed I will advise and Council members are more than welcome to attend if their schedules permit.
8. Another AMCTO Executive Diploma in Municipal Management day long workshop has been completed. It is anticipated that my research paper will be on Succession Planning in small rural municipalities. We know that there is a need, we need to research alternatives. This will be a component required for a passing grade but will also hopefully provide solutions for our challenges as well as other small municipalities in the county and hopefully the province.