

Type of Decision									
Meeting Date	Friday, November 2, 2012				Report Date	Wednesday, October 31, 2012			
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 #02/11/12/801

- Office renovations have been successfully completed. The offices look cleaner, larger and much more professional. A great time to take holidays avoid the disruption.
- On Wednesday, October 17, 2012 I attended an AMCTO Accessibility workshop in Calabogie. As usual the content was very educational and informative and will result in increased workload to implement new legislated requirements. The Accessibility for Ontarians with Disability Act includes standards for Employment, Information, Communications, Transportation as well as additional general standard requirements. Obviously some will not apply to us as we do not operate transportation systems however the more general aspects including hiring and accommodation will need to be addressed.

Basically we will need to implement policies, procedures and practices to enhance accessibility for employees and potential employees with disabilities. A complete multi-year plan must be adopted by January 2014. A more detailed report on requirements specific for our municipality addressing the important issue of accessibility and inclusion for all will be provided in the near future.

- Although scheduled to attend the AMCTO Zone meeting on October 18th, I did not attend due to continued illness.
- On Monday, October 29th I attended the Ken Blanchard Situational Leadership II training at the County. This training turned out to be a refresher for me of courses completed in college based on Mr. Blanchard's methods of leadership and employee motivation. As Mr. Beakley reiterated during the session, SLII is something that most people already do, the program simply lends a new vocabulary to the actions and steps.

The shortest explanation for the program is that there is no one best method of leadership and that each individual requires different direction and attention from his/her manager based on experience and knowledge – using Blanchard's terminology – competence and commitment. This means that different employees should receive different types of leadership depending on where they are in the competence/commitment scale. A new employee requires more direction than an experienced one. An experienced employee requires additional direction when attempting a new task. Etc. This is something that I have always practiced in my various leadership roles.

- The basic Development levels include:
 - D4 – Self-Reliant Achiever
 - D3 – Capable but Cautious Performer
 - D2 – Disillusioned Learner
 - D1 – Enthusiastic Beginner
- The basic Leadership styles include:
 - S1 – Directing – High Directing, Low Support
 - S2 – Coaching – High Directing, High support

- iii. S3 – Supporting – Low Directing, High Support
- iv. S4 – Delegating – Low Directing, Low Support

Two main points which were reaffirmed during this session are that the true test of appropriate levels of leadership being utilized in the workplace is not how your employees operate when you are here but how they operate/perform when you are not. I am happy to report that during my recent absence, operations continued smoothly.

The second is that the goal of any organization should be to create or to strive to turn out self-directed leaders in all employee positions. As I have stated many times, in this workplace, due to the isolation of the jobs both in geography and in duties, the goal should be to have each individual capable of motivating and managing themselves. Creating and encouraging self-directed leaders is one of the goals of Situational Leadership II.

Due to the size of our workplace, some of the benefits of this program will be lost especially when they come to succession planning and promotion from within as our limited staff does not allow for much vertical movement. What will be utilized however is the adoption of the terminology and scales in each of the specific job duties to make performance appraisals more meaningful.

It is my intent to adapt this plan to incorporate the scale into the performance appraisal process so that I can determine if each employee sees themselves on the same level in each of their duties or competencies as I do. If nothing else, this will initiate a dialogue which will allow us to come to an agreement on what level of leadership each employee needs for each part of their job from me. Ultimately, it can be used to assist in completing performance appraisals.

In this process the main principals of the program: diagnosis, flexibility and partnering for performance will be utilized for optimum employee performance and leadership.

5. Upon my return to the office on Tuesday, October 30th I immediately attended an employee meeting. Updates include:
 - a. Bulletin boards require more durable frames as the thickness of the Plexiglas used may become damaged by the elements without further support. Terry is to work on this.
 - b. Terry has been working with the beaver to come to an agreement on the status of our culverts and roads. Pat was required to come in and help clear one culvert. He continued in the township by working the rest of the day and one other to assist Bill in preparing the disposal sites for winter and to complete remedial work as directed by the MOE. It is Bill's belief that he is set and will not require compaction etc. until spring realizing some cost savings.
 - c. Bill has reported that Andre has been keeping up with removing recycling on a regular basis and with decreased volume due to seasonal variables we should receive uninterrupted service over the winter.
 - d. We discussed the deteriorating recycling storage shed in Stonecliffe and its need for replacement. This issue was discussed briefly with some Council members following the last meeting (it was simply overlooked during) and options for replacement were considered. Noella has completed some research on cargo containers in her report. As this was not a budgeted item, we should have Council approval. There have been savings realized in the overall Environmental budget category from reduced frequency of compaction due to amounts of recycling which would offset the cost of the new storage container.

WHEREAS due to the volume of recycling material and the deterioration of the current storage facility in Stonecliffe a new building is required;

AND WHEREAS a used cargo container would make an excellent storage shed with its higher price being offset by its longevity;

THEREFORE BE IT RESOLVED THAT THE Council of the United Townships of Head, Clara & Maria does hereby agree to purchase a used cargo container and spend up to \$3,500 excluding taxes to be used as a recycling storage shed beside the Municipal Garage;

- e. Terry expressed concern about the status of the crossings and how they have been left by the removal of the rails. I have had a discussion with a rep from CP and will detail follow up steps later in this report.
 - f. The exercise classes have changed from Tuesday and Thursday mornings to Monday and Wednesday mornings and optional Saturday, but only if a Library volunteer is accompanying the users to retain responsibility for the hall.
 - g. I am not aware of any problems or challenges occurring during my absence.
6. On Tuesday, October 30th I received a call from Mr. Randy Marsh of CP rail in response to the letter sent to him prior to my holidays. The following points were addressed during our discussion:
- a. CP representatives have been meeting with upper tier representatives from both Lanark and Renfrew County. Information should be flowing from them. After having said that, Mr. Marsh further commented that they have been going through some internal restructuring and meetings only just resumed two or three weeks ago.
 - b. It was decided that with lower tiers sitting in with talks that they would be too unwieldy and would be non-productive.
 - c. Basically, they are working with the municipalities to come to an agreement to transfer the entire line intact to the Counties to be utilized for recreational purposes. They have no additional information at this time about potential availability of the corridor in smaller sections to individual property owners. It is anticipated that these negotiations will be ongoing for some time. Failing to come to an agreement, only then will consideration be given to fragmenting the line.
 - d. There are three separate contracts in the works for the removal of the rails, ties and debris and the poles and lines. The pole lines should be completed by year end.
 - e. As for infrastructure – all bridges, culverts and similar structures are to be retained and will remain in place. At the crossings, berms of dirt will be created to attempt to block access however; Mr. Marsh did express that in the eastern area where this has already been completed, individuals with large equipment have removed some of them to allow public access. There is not much that they can do about this as their closest police service is more than 5 hours away.
 - f. There will be a 3rd contractor beginning work next year to remove all signals and warning devices. This work is estimated to be completed by the end of 2013.
 - g. Once all rail line equipment has been removed the bed and ballast will be graded flat. All crossings are to be put into the condition of the adjoining crossings. When this work will be completed, Mr. Marsh is unable to determine as local contractors are completing the work.

- h. I asked if the crossings along our roads would be completed by winter freeze and he reiterated that the contractor is to remove the material and leave the crossing in the condition of the adjoining surface. He expects that our crossings will be leveled in the next while but can't be certain. He provided me with his contact information so that should Terry have any specific concerns, we can contact him and he can determine if there is anything CP engineers can do to correct the problem.
 - i. We spoke about the TransCanada passes. He explained that there was obviously no business case for repair and that the overpasses in Bissett and Stonecliffe would remain. I expressed that they were in disrepair and we were worried about future deterioration. He explained that seniority comes into play and since the railway was here prior to 1850, long before the Trans Canada, any remedial work would need to be completed by the province. Obviously, if the crossings are strong enough for trains to cross they would suffice for residential use. If there are other challenges, it's up to the province to fix.
 - j. The contractors currently hired have been told to leave all structures – bridges, tunnels, culverts etc. in place. The county wants the corridor intact at this point. He doesn't know what their ultimate goal is however; the corridor is a huge asset potentially for recreational use.
 - k. After saying that he did express that CP engineers have identified two bridges which were relatively new and would be removed to other locations. They advised the county of this at the last meeting with them.
 - l. We discussed access to the backs of private property via the corridor and liability. He reiterated the practice of berming the entrances to the corridor at road crossings to prevent vehicular access but acknowledged that individuals will find ways around it. He further explained that since their police were so far away there was little they could do aside from transferring permission via written authorization to local services to have access and police the area.
 - m. Finally he expressed that Paul Moreau of the County would be a good contact for further information as he has been involved in the transfer process for some time.
 - n. He ended by telling me that once the rails and ties are removed, the corridor is no longer considered Federal land and is to be treated as any other private land in the province. Although the line was legally discontinued over a year ago, the land remains Federal until the rails and ties are removed.
7. Finally I have been in contact with both Geoff Clouthier and Bob Lachance of Canada Post concerning the location of the boxes and the delivery of packages. Emails from each of these gentlemen are included as part of this report.
- a. I have discussed Bob's sketch with Terry who expressed that it might be easier for plowing if the boxes were along the road in front of Millers. It is my belief that Bob's intent was to have a larger area for cars to park and people to get out of their vehicles. Although it may take a few more passes with the plow to adequately clear the area, for safety reasons, it is my recommendation that the boxes be installed near the entrance to LaCroix Park as indicated by Mr. Lachance.
 - b. As for Mr. Clouthier's email, again, it is pretty self-explanatory. Although they are asking for Council's permission, they are not really giving much of a decision or choice to make. It is my recommendation to pass the following resolution and advise our residents as soon as possible via the next newsletter.

WHEREAS Canada Post has requested Council approval for the service to be provided in Deux Rivieres;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby agree to authorize Canada Post to install post boxes at the corner of Dunlop Crescent at Lacroix Park as per Mr. Lachance's sketch;

AND FURTHER THAT Council does approve the recommended option number 3 in Mr. Clouthier's email which entails keeping things the way they are now with Deux Rivieres retaining its separate and distinct postal code and local service acknowledging that changes to delivery results in a first attempt of to the door delivery for parcels or items containing signatures or monies. Otherwise Deux Rivieres residents will have to collect parcels that do not fit in the boxes in Rolphton.

8. Unity in Diversity Week. Cathy Balla-Boudreau has requested the presence of the Head of Council or another representative of Municipal Council to participate in the Unity in Diversity Opening to take place on Sunday, November 4, 2:00 at the Deep River Town Hall.
9. The Eastern Ontario Development Program has a new funding opportunity for business and community projects. The deadline for funding application is November 15th, 2012. At this time it does not appear that we have any project or pending project that might fall into the parameters of the application. Please advise otherwise. The link to the application information and guidelines is at <http://www.rccfdc.org/en/services/eastern-ontario-development-program/>. The application must be completed by November 15th, the project commenced by December 1, 2012 and completed by March 15, 2013.
10. I have not received a response concerning the amended Workplace Violence and Harassment Policy from Mr. Conroy sent for his review. In a reply email today, he has expressed that he would be able to make some suggestions by next week. I will also ask if he will be willing to attend a Council meeting to address Council as discussed at the last meeting.