

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

Type of Decision									
Meeting Date	Friday, August 22, 2014				Report Date	Wednesday, August-20-14			
Decision Required		Yes	x	No	Priority	X	High		Low
Direction		Information Only		x	Type of Meeting	X	Open		Closed
<b>Clerk's - Report #22/08/14/801</b>									

**Subject:**

1. Time since last meeting has been spent working on:
  - a. Vacation;
  - b. Canada Day wrap up and reporting; final report to Heritage Canada;
  - c. Final report to New Horizons Seniors Project for the kitchen expansion;
  - d. Submission of invoices for reimbursement for Hazardous Waste collection day;
  - e. Contact with Cambium – initiate process for Bissett disposal site expansion, finalize purchase of Stonecliffe buffer from MNR;
  - f. Contract with Joe Hall to arrange our tire recycling program;
  - g. Blue Box P&E program components and annual report.
  - h. Research Hall Sound System.
  - i. Research tax roll/MPAC discrepancy for property which has disappeared from the tax roll. Issue still outstanding.

2. Heli-pad contract; request for insurance quote;

The agreement has been reviewed in detail. An insurance quote has been obtained as detailed below. The current fee to be paid to the Municipality by ORNGE is \$3,500 per Fiscal Year for the sole purpose of maintaining and repairing the Helipad and the Surrounding Area.

**WHEREAS** insurance to operate the heli-pad within the municipality will result in \$1,000 annual premium for \$1 million coverage and \$1,750 annual premium for \$2 million coverage;

**THEREFORE BE IT RESOLVED THAT** The Council of the United Townships of Head, Clara & Maria does hereby authorize staff to purchase coverage of \$\_\_\_ million for the heli-pad;

**AND FURTHER THAT** staff are hereby authorized to endorse and finalize the agreement with ORNGE for the operation of the emergency heli-pad in Head, Clara & Maria.

3. Elections Preparation – Candidates’ packages, updated documents, web page, prepped Council orientation, created Power Point to coordinate with Petawawa information session etc.
  - a. Work with neighbours to form a joint Elections Compliance Committee.
4. August Newsletter created, printed and distributed;
5. Web page updates – Elections, Finance, Newsletters pages.
6. Recreation Committee
  - a. Assist with coordinating second meeting, appoint Chair and Co-chair; review Special Occasion Permit requirements.
  - b. Assist with August 20<sup>th</sup> meeting – community breakfast, music fest, Yate’s event;
  - c. Assist with obtaining delegation of authority from Council to simplify operations. Details.
  - d. Oversee Nathaniel.
7. Municipal Hall Liquor License Application – in process, there are a few issues outstanding, will submit as soon as possible.
8. Review and editing of Municipal Alcohol Policy; provided to Ken Conroy’s office for review.
9. From Recreation Committee meeting – Councillor Grills to speak to issues.
  - a. Fire Pit

**WHEREAS** an outdoor evening event is planned for Old Mackey Park and the sub-committee members have requested the use of portable fire pits;

**AND WHEREAS** the Community Fire Safety Officer has been contacted and advised that they could be safely used;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby provide permission for the use of up to three portable fire pits at Old Mackey Park specifically for the Music Fest Event acknowledging that a responsible individual maintain the care and control of the equipment and fires at all times and that the recommendations of the Community Fire Safety Officer are followed.

b. Sound System

**WHEREAS** a Bob’s Music employee has attended at the municipal office and has inspected the venue and fully discussed requirements and provided a combined quote of approximately \$4,000;

**AND WHEREAS** funds have been provided and delegated in the 2014 budget from 2013 surplus to purchase sound equipment for the Community Centre;

**AND WHEREAS** additional requests for outdoor speakers for Old Mackey Park and to install a projector mount have been costed;

**AND WHEREAS** local sourcing is an important consideration with staff being satisfied with the quality of service and longevity of the business of Bob’s Music;

**AND WHEREAS** the municipal Procurement By-law allows for sole sourcing based on available suppliers;

**THEREFORE BE IT RESOLVED THAT THE** Council of the United Townships of Head, Clara & Maria does hereby approve the imminent purchase and installation of equipment from Bob's Music as per the quote received August 22;

**AND FURTHER THAT** Council authorizes the installation of a projector mount and accompanying hardware;

**AND FURTHER THAT** the portable battery operated outdoor speakers and microphone be purchased to be used at Old Mackey Park and other venues;

c. Pavilion Expansion

**WHEREAS** increased use of Old Mackey Park for large events due in part to the provision of the pavilion, is occurring with users still requiring the borrowing and set up of portable large tents which pose some difficulty due to size, weight and required manpower;

**AND WHEREAS** community volunteers have agreed to construct an extension to the current pavilion should Council approve the addition and finance the materials;

**AND WHEREAS** the price list for the current pavilion in today's dollars without a cement floor amounts to approximately \$9,000;

**THEREFORE BE IT RESOLVED THAT** The Council of the United Townships of Head, Clara & Maria does hereby authorize the Treasurer to budget up to \$12,000 for this project and authorizes the Clerk and Treasurer to apply for any available grant funding which might offset these costs realizing that the municipality may end up financing the entire project.

d. County Agenda & Meeting Schedule

**WHEREAS** the meetings of the Council of the County of Renfrew are public meetings and are open to the public;

**AND WHEREAS** the posting of past meeting agenda and minutes is clear and easy to locate, locating the upcoming meeting schedule and agenda of the County Renfrew Council and committee meetings is currently quite difficult;

**THEREFORE BE IT RESOLVED THAT** in the name of openness, transparency and accountability the Council of the United Townships of Head, Clara & Maria does hereby request that the County of Renfrew post its annual meeting schedule for Council and committee meetings as well as time and location for Committee meetings on its website for public reference;

**AND FURTHER THAT** this resolution be circulated to County municipalities for support.