

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

Type of Decision									
Meeting Date	Friday, November 18, 2016				Report Date	Monday, October 31, 2016			
Decision Required		Yes	x	No	Priority	X	High		Low
Direction		Information Only		x	Type of Meeting	X	Open		Closed
<h2>Clerk's - Report #18/11/16/801</h2>									

**Subject:**

1. Time since the last meeting has largely been spent on the following:
  - a. Out of town training – Cunningham/Swan in Eganville – Elections in Sudbury;
  - b. Budget prep – year end projections and 2017 estimates;
  - c. Project planning and management – Homecoming, Renovation, EDMM report, Recreation events – Christmas Cake baking, Wild Game Dinner, New Year’s Eve;
  - d. Canada Day 2017 grant application;
  - e. Volunteer work – over 30 hours – recreation, Homecoming;
  
2. Addition – Ontario Trillium Foundation will accept capital grant applications in October of 2017. Should we postpone the addition after applying for funding or proceed as the project is fully funded. Would it be successful? Would not know until March 2018? Early 2017 may bring fiscal year end induced funding opportunities from both provincial and federal ministries. They often look for shovel ready projects to begin as soon as possible, with completion prior to March of the next year. There is a possibility of soon to be announced funding opportunities.
  
3. After observing set up and tear down for Remembrance Day, and considering the increased usage of the hall, the thought of hiring for or extending the duties of the hall caretaker (and subsequently hours) to include the set up and tear down of tables, chairs etc. arose. When discussing 2017’s budget, does council see the benefit in increasing hours for this purpose. Would not be significant but would simplify hall usage, relieving volunteer duties.
 

**Options:** Additional employment hours – set up/tear down of hall? Add to caretakers duties? Might need someone in interim until incumbent retires if not able to take on new duties. Hire another casual position. Based on 1 event per month - increased employment costs would be less than \$1,000 per year.
  
4. Professional development workshop has been confirmed for Tuesday, November 29, 2016 beginning at 9:00 a.m. We have participants confirmed from 5 County municipalities, should total about 30 people. All day training, lunch will be provided.

5. Council donation of \$100 to kids crafts and gifts for the CWL Community Christmas party.

Resolution

**WHEREAS** Council determined in 2013 that it would participate in the CWL Community Christmas party by not only donating the hall but by funding children's activities;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby authorize staff to spend up to \$100 for this purpose as Council's contribution to the Community Christmas Pot Luck, which is open to everyone in the community.

6. Due to advance planning required for staff appreciation for 2016 Christmas party, please consider the following. From 2009 – 2015 costs have increased from \$250 to \$400. Thank you.

**WHEREAS** advance planning and budget approval for a staff Christmas party is required prior to December;

**THEREFORE BE IT RESOLVED THAT THE** Council of the United Townships of Head, Clara & Maria does hereby resolve to approve the use of up to \$400 for staff Christmas party purposes for 2016.

**Issues Added After Printing for Packages**

- 7.