

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

Type of Decision									
Meeting Date	Friday, April 21 2017				Report Date	Monday, April 17, 2017			
Decision Required		Yes	x	No	Priority	X	High		Low
Direction		Information Only		x	Type of Meeting	X	Open		Closed
<b>Clerk's - Report #21/04/17/801</b>									

**Subject:**

1. Time since the last meeting has largely been spent:
  - a. Homecoming planning, purchasing and scheduling;
    - i. Request to use private property for parking.
    - ii. Request to Garrison Petawawa for participation.
    - iii. Refrigerator truck rental.
    - iv. Entertainment.
    - v. Supply purchasing.
    - vi. Creating forms and documentation as required under Ontario150 grant received.
    - vii. Funding letters and follow up – have returned over \$800 in donations to date.
    - viii. Volunteer recruitment and scheduling.
    - ix. Program development.
  - b. Research Snow on Roads and options for snowmobile traffic calming devices;
  - c. Follow up with Missing Link Snowmobile Club Executive;
  - d. Job Ads and Updated Job Descriptions – Roads Assistant, Hall Caretaker, Summer Student, Homecoming Short Term staff; Homecoming Student Opportunities;
  - e. Met with architect, engineer, CBO and contractor for addition planning;
  - f. Planning for Non-Planners – final prep, food prep and invoicing;
  - g. Met with Philippe Geoffrion re: Emergency Management compliance;
  - h. Met with Mel Theil re: Stonecliff play;
  - i. Assisting with tax payments and tax bill problems.
2. Project Management. We have commenced work (contracts, building permits, planning etc.) on projects:
  - a. installation of washrooms, paths, solar lights, waste receptacles at Old Mackey Park;
  - b. shelters and gazebo at the ball diamond;
  - c. Canada Day/Homecoming;
  - d. playground equipment installation at two locations – Mackey slide and Stonecliffe Natural Playscape;

- e. seniors/intergenerational program through New Horizons for Seniors;
  - f. Office addition.
3. Grant updates include:
    - a. Canada Summer Jobs Program – summer student to assist with Canada 150 events and recreation.
    - b. Roll over of the Canada 150 project for boat launch repairs from 2016-2017. Allocated grant funds are remaining due to staff being diligent with materials, additional repairs to vault toilets including new interiors, painting, window screens and inserts will be completed as soon as possible.
    - c. Ontario Community Infrastructure Fund – initial program report for extensive brushing project for 2017.
  4. Grant applications submitted but awaiting notice:
    - a. Ontario Summer Experience Program – summer student to assist Library Board with archiving and history project
    - b. Ontario Seniors Program – application submitted.
  5. Authorization has been forwarded to Brent Campground to continue use of municipal disposal sites for waste disposal; same fees as other businesses.
  6. The grounds keeping contract has closed with the successful contractor being Ken Giroux. We are extremely satisfied with the quality of Ken's work and look forward to working with him again for the next 3-5 years. We had received one other bid, close in dollar value but not similar in experience.
  7. An additional 15 resolutions in support of HCM's request for withdrawal of the Building Code changes as they relate to septic system inspections have been received totaling 51 to date.
  8. Staff members have coordinated with Philippe Geoffrion our EMO Field Officer, to arrange annual emergency management committee meeting, exercise and training. Due to unforeseen circumstances Philippe is no longer available on our dates. We will reschedule for fall. Along with staff, council and volunteer assessors, we will invite representatives from our partner organizations: Red Cross, MNRF, County of Renfrew EMS, TransCanada, Driftwood Provincial Park, area Campgrounds etc. and hope to have a conversation about their emergency plans and how we might work together in emergency situations. We will provide both lunch and dinner for attendees.
  9. Submission of letter of support for Bell Canada's application for last mile infrastructure from Rolphton to Deux Rivieres under the Connect to Innovate Program.
  10. Ornge Air contract renewal.
  11. Authorize up to \$5,000 for road work. During discussion about the footings for the office addition, it was decided that the road in front of the municipal office was to be lowered to improve drainage as it has built up considerably over the years since the original building was erected. Although most of the work can be absorbed in annual road upkeep, it is recommended that a new culvert be installed. Up to \$25,000 is available in Road Capital Reserves for special roads capital projects - major roads repairs, culvert replacements etc.

**WHEREAS** the road work required in lowering Township Hall Road may involve installation of a new culvert;

**AND WHEREAS** funds exist in reserves for special road capital projects;

**THEREFORE BE IT RESOLVED THAT** The Council of the United Townships of Head, Clara & Maria does hereby authorize up to \$5,000 towards the costs of lowering the municipal road in front of the office and installing a culvert to empty into the south side of the ball field.

12. Together staff have:

- a. Hired Vince Morin to work on Roads for the summer;
- b. Contracted with Pat Stewart for brushing contract for the Ontario Community Infrastructure Fund Roads grant;
- c. Followed up with MTO concerning culvert on Township Hall Road;
- d. Identified and corrected errors inputting data into new software;
- e. Completed software training;
- f. Worked on emergency management training and education;
- g. Transferred to summer disposal site hours;
- h. Worked to complete the annual Datcall;

13. The bulk of this activity has resulted in a comparatively light meeting agenda.

#### **Issues Added After Printing for Packages**

14. Request for meeting schedule change. With Homecoming looming, there is considerable work to do, in order to pull off an event of this size with existing staff (and short term hires). It is staff suggestion to cancel the meeting of Friday, June 9, 2017. Additionally, Mayor Gibson has a conflict with this date with RMFEO meeting. Staff will have more than enough work to do with Homecoming and other projects. Should an issue of significant consequence arise, as usual, an emergency meeting of council can be called.

**WHEREAS** project management along with regular job duties is not allowing much time for staff to proceed with policy work;

**AND WHEREAS** the closer we get to Homecoming the less time there will be to focus on other issues;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby cancel the scheduled Council meeting of June 9, 2017.