

Type of Decision									
Meeting Date	Friday, September, 2017				Report Date	Thursday, May 18, 2017			
Decision Required		Yes	x	No	Priority	X	High		Low
Direction		Information Only		x	Type of Meeting	X	Open		Closed
<h2>Clerk's - Report #15/09/17/801</h2>									

**Subject:**

1. Time since the last meeting has largely been spent on project management.
  - a. Hire, train and supervise a summer student;
  - b. Advertise and hire to replace Gayle Watters. Hired Mel Theil as Administrative Assistant, Recreation to work one day a week as per council succession planning.
  - c. Special meetings to manage Council resignations and appointments.
  - d. Public meeting to discuss use of the rail corridor as a snowmobile trail.
  
2. Project Management.
  - a. Canada 150 Grant - installation of washrooms, paths, solar lights, waste receptacles at Old Mackey Park;
  - b. Trillium Foundation, Ontario 150 Capital Grant - shelters and gazebo at the ball diamond;
  - c. Ontario 150 Celebration and Heritage Canada grants - Canada Day/Homecoming;
  - d. Healthy Kids, Deep River and District Community Foundation and HCM Recreation Committee - playground equipment installation at two locations – Mackey slide and Stonecliffe Natural Playscape;
  - e. seniors/intergenerational program through New Horizons for Seniors;
  - f. Council funded - Office addition.
  - g. Canada 150 boat launch repairs: Allocated grant funds were used to complete additional repairs to vault toilets including new interiors, painting, window screens and inserts will be completed as soon as possible.
  - h. Canada Summer Jobs Program – summer student to assist with Canada 150 events and recreation. Jesse Peters was hired.
  - i. Ontario Seniors Program – application approved, project start date – July 30, 2017.
  
3. Grant updates include: see above.
  
4. Grant applications submitted but awaiting notice: air conditioning for hall.
  
5. Reminders and Clarification of taxation due to questions posed of staff:
  - a. Tax rates – MPAC – commercial vs. business vs. residential

- i. Some businesses are not classed commercial – they pay the same tax rates as homes/residential class
    - ii. Some businesses are classed commercial but are taxed residential – such as motels and campgrounds – they pay the same tax rate as homes/residential class
  - b. Municipal responsibility under the Building Code Act - Building permits – liability issue for properties not built correctly;
  - c. MPAC classification – difference in amount of taxes – no legal liability, not a municipal responsibility. Similar to any other infraction against provincial law; we might have some concern, but it is not our responsibility.
  - d. Conflict of interest legislation, The Municipal Conflict of Interest Act – applies to Council members in decision making; not staff. Staff are governed by the municipal Code of Conduct and normal professional ethics but not specifically by the Municipal Conflict of Interest Act.
6. Report on staff error; in haste to post information prior to meeting to appoint candidates, the Clerk in error published all Councillor Candidate applications on line; not realizing that one had a driver's license number noted in the margin. The documents were removed immediately upon being notified of the error. The affected individual was contacted and did not express any concern. The site only had 21 hits – 7 of them being staff ensuring the info was posted. Although this is a breach of personal information, there was minimal exposure.
7. I have been contacted by Karina Abbot from the Petawawa Military Family Resource Centre. I had offered her a table at Homecoming but they were not able to attend. Instead they are enquiring about setting up a table in our building – could be library, hall or new office space – to provide services to residents who live in our area. I am requesting council permission to provide this space free of charge as it would be providing a valuable service to area residents.
8. Email addresses – confirmation that personal emails will continue to be used for Council business. Request for County – Mayor Reid...
9. Once staff get caught up due to challenges with transferring data to and implementing new software; we will begin to work on the 2018 municipal budget. Please begin to note suggestions, considerations, comments etc. for inclusion in the budget package to be prepared by council.

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