

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

Type of Decision									
Meeting Date	Friday, April 10, 2015				Report Date	Tuesday, April-07-15			
Decision Required		Yes	x	No	Priority	X	High		Low
Direction		Information Only		x	Type of Meeting	X	Open		Closed
<b>Clerk's - Report #10/04/15/801</b>									

**Subject:**

1. The four days since the last meeting have largely been spent on the following:
  - a. Completing the Newsletter;
  - b. Attending CIF seminar in North Bay, separate report included;
  - c. St. Patrick's Day issues;
  - d. Prep for Canada Day planning meeting;
  - e. Holding the Strategic Planning public meeting;
  - f. Planning Report to County – McKernan.
  
2. Brian Leahy from the county emergency services has met with staff and is arranging to visit, along with Mike Nolan and a rep from ORNGE Air, to address Council concerning the heli-pad.
  
3. Staff have been in contact with Bruce Howarth, our planning rep at the county, and he will address Council in an upcoming meeting. The planning department is in the midst of Official Plan review and he will visit when time allows.
  
4. Issues have been identified with the operation of the Recreation Committee with respect to its responsibility overseeing sub-committees. Staff are working with committee members and volunteers to formalize processes so Council/volunteer responsibilities are more clear for future events.
  
5. The list of strategic plan topics identified from the March 28<sup>th</sup> public meeting will be formatted as a survey and circulated for public input. Upon receipt of surveys, council and staff will meet to further discuss the list of priorities with council to provide additional direction to staff.
  
6. Staff are working on the necessary policies and by-laws required prior to investing surplus funds which traditionally sit in the Treasury account for higher returns. A draft by-law will be forwarded to Council in the near future to help provide staff direction and authority for investment.
  
7. Cambium has updated the estimate of closure and post-closure costs. A copy of the most recent document has been included for your review.

## **Added after Canada Day Committee meeting – April 8, 2015**

The complete minutes of the Canada Day committee are included for your review.

### **Canada Day committee recommendations:**

Background (will be edited to form resolution for tomorrow's meeting):

1. That Council authorize municipal staff to help the committee set up and tear down equipment for Canada Day during normal working hours.
2. That Council authorize up to \$240 plus employer expenses for staff to hire short term assistance to move tables, set up tents and tables, BBQs along with municipal staff before and after the Canada Day event.
3. That Council authorize someone to camp overnight (possibly two) at OMP to provide security for materials.
4. That Council consider the installation of a permanent historical photo display at Old Mackey Park; to be debated at a future date.
5. That Council authorize staff to relocate the horseshoe pits at OMP due to safety issues concerning parking areas and access to the washrooms.
6. That Council authorize up to \$1,000 to be spent to provide landscaping to OMP including removal of stumps and some scrub trees to increase parking which is an issue during large events.
7. That Council authorize the use of up to \$1,000 of the Recreation Committee budget (miscellaneous) to purchase shelters/tents to be used for all Recreation committee events.
8. That Council authorize the use of up to \$300 from the Parks and Rec budget to purchase a large Canadian flag(s) for the post at OMP.
9. That for funds required and not otherwise allocated to accounts, that they come from the general surplus realized for 2014.

Details are included in the Canada Day Committee Meeting minutes but in summary:

There are a number of issues which arose during discussion of Canada Day event planning which fall outside of that authority and are being brought forward for council consideration. They mainly include general improvements

to Old Mackey Park and purchases for approval under the Recreation Committee budget miscellaneous funds.

**Funding:**

As explained during the last Council meeting, it has been calculated that there will be a surplus in excess of \$80,000 over estimate unallocated as of yet for 2015. These funds might be used for these recommendations.

**Staff Support:**

It has been determined that for many reasons, including health and safety as well as volunteer burnout, staff be hired/utilized for infrastructure needs for Council originated events. It takes a lot to move and set up tables, tents, bbqs etc. to OMP for events. To add that on top of the planning, organizing and hours spent the day of actually running the event; our resources are depleted.

This is why it is recommended by the committee and staff that Council approve the use of municipal resources to transport and set up the equipment required. As Terry/Bill have their own plans for each day, it is possible that we require the hiring of temporary (local) staff to assist with this project. Funds will be negligible and are available in the annual surplus. (estimate - \$15/hour, 2 people, 2 days, 4 hours each day)

**Overnight at OMP:**

With the set-up of assets the day before, it is important to have someone stay on site to provide security. We will ask for volunteers but do require Council permission.

**Purchase of shelters:**

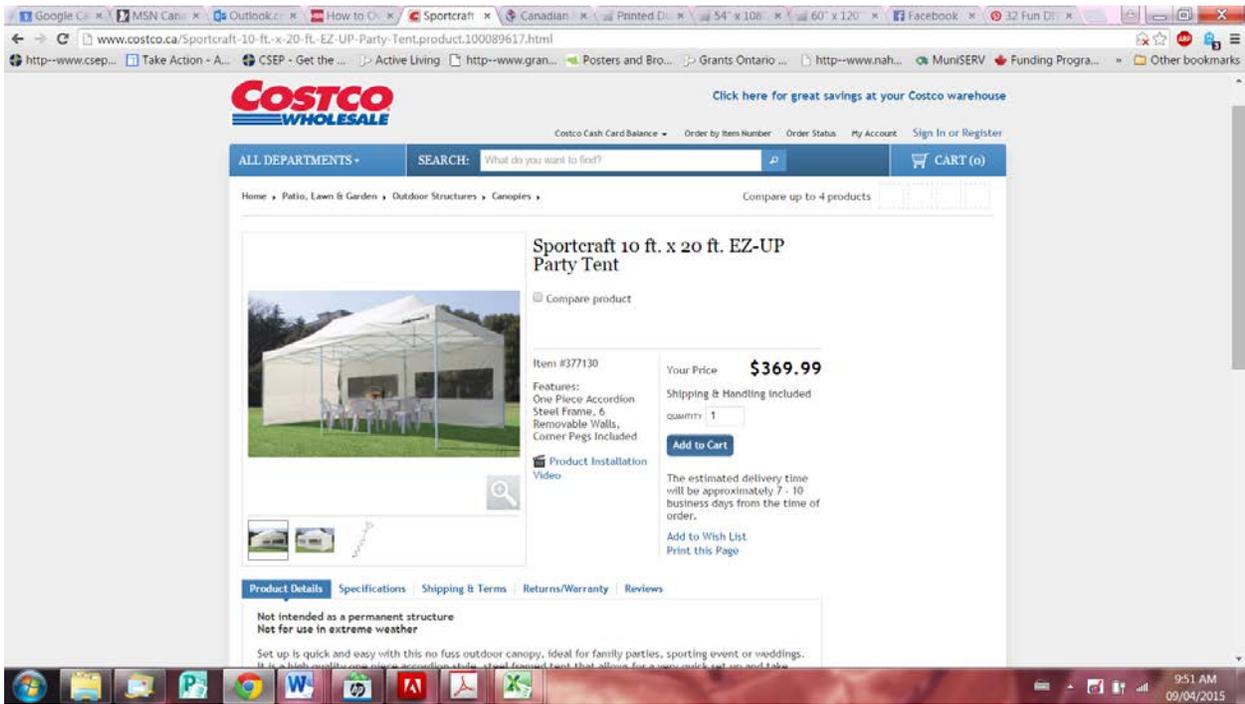
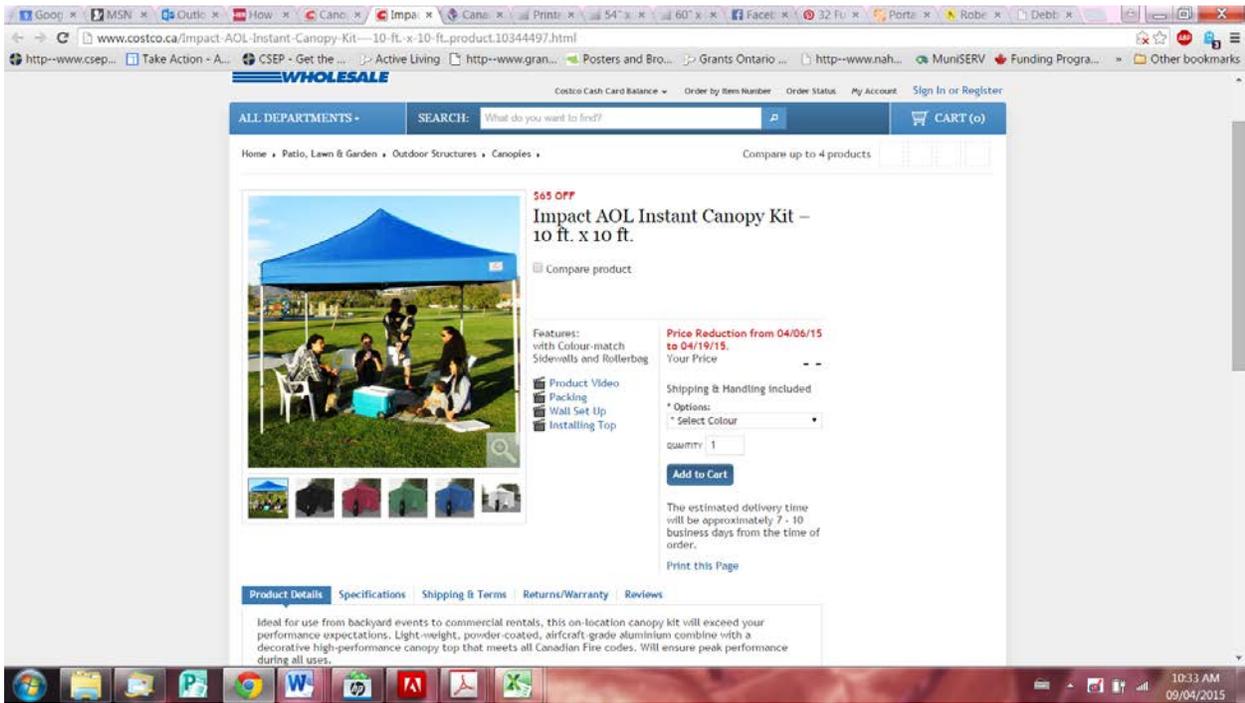
For each event held at OMP, along with the pavilion, tents are borrowed to provide shelter from sun and/or rain. It has been recommended that tents be purchased for use by the recreation committee and other hall users to provide shelter at OMP and in Stonecliffe for ball tournament/other events.

There are a couple of options below. Staff recommends the 10 x 20 foot structures – with walls. Funds exist in the recreation committee budget under miscellaneous or the purchase might be financed through the 2014 surplus.

Two tents at \$370 plus tax. \$837.

Depending on what might be ultimately decided (and considering legislation) about smoking areas; it might provide shelter for smoking areas for events held at the community centre as well.

Some borrowed tents will still be required but with the rain experienced in 2014; considering the planning and work which goes into events, and the pavilion extension they are still required.



## Landscaping at OMP:

The location of the horse shoe pits at OMP interfere with safe parking for large events. They also pose a risk for people walking to the washroom. It has been recommended that they be relocated to an area to the south of the park where there is tree cover but is out of the way of parking and washrooms. Most of this work would be completed by staff but a contractor might be

required for some portions. This work could be combined with the pavilion construction to keep costs low.

It is recommended that stumps and scrub trees surrounding the washrooms be removed to increase parking. This might be combined with pavilion construction as well. There would be contractor costs (if not donated) for this activity. Estimate - Loader \$100 per hour. High hoe approximately \$125/hr.

**Purchase of large Canadian flag for OMP:**

Attempts to procure a large Canadian flag for the new pole at OMP from our MP's office have been stalled. They only regularly supply the size we currently have or the Peace Tower flag. It has been recommended that a larger flag be purchased for use at this site.

We have used Flags Unlimited before and costs from their site include:

54" X 108" CANADIAN FLAG ROPE & TOGGLE - \$101.49.

60" X 120" CANADIAN FLAG \$147.59.

**Volunteers required for Dunk Tank:**

We have approval to construct a Dunk tank to be used for Canada Day. It will be used as a fundraiser. The dunkee does not actually become submerged but instead has water poured over them. A waiver of liability will be prepared and required to be signed prior to taking the hot/cold seat.

Mayor Gibson, Councillor Grills and CAO Reith have volunteered to get dunked. Fundraiser - \$2/throw. Any other volunteers?