

United Townships of Head, Clara & Maria Municipal Council

Type of Decision

Meeting Date	November 14 <sup>th</sup> , 2017			Report Date	November 8 <sup>th</sup> , 2017				
Decision Required		Yes	X	No	Priority		High	x	Low
Direction		Information Only		X	Type of Meeting	X	Open		Closed

REPORT TITLE

Administrative Assistant's Report - Information Only # 14/11/17/804

Since my last report to Council I have worked on:

- 1) Tax payments and Accounts Receivable invoicing.
- 2) New Horizon's for Senior's Program; researching, scheduling and organizing workshops, managing the budget, advertising events and confirming participants.
- 3) Working with Rec Committee on planning and organizing events.
- 4) Training with Mel to transition Recreation responsibilities.
- 5) Healthy Kids Community Challenge grant; creating recipe book for kids and working on the final report reconciliation.
- 6) CEMC training in Ottawa: Roles and responsibilities, Program Committee, Hazard Identification and Risk Assessment, Emergency Response Plan, Emergency Operations Centre, Information Management, Annual Training, Exercise and Compliance, Critical Infrastructure and Public Education.
- 7) Cunningham Swan Seminar – October 25<sup>th</sup> in Eganville:

**Updates on Contaminated Sites:** risks, lessons from case law, types of orders, avoiding contaminated sites and managing liability.

**Employment Standards Act:** gives independent contractors ability to retroactively challenge their classification, employee who has been employed for at least three months may request changes to schedule or work location, three hour call in pay, an on call employee who is not called out, or is but for less than three hours, must be paid wages equal to three hours of regular rate, maternity leave increased.

**Ontario Municipal Board Reform:** appeal process, local appeal tribunals, what can and cannot be appealed.

**Municipal Act Amendments:** Code of Conduct now mandatory, clearer definition of "meeting", tax sale registration moved from three to two years.

**Municipal Conflict of Interest Act: Range of penalties expanded, requirement to declare vacant deal removed, individual must file written statement after disclosing pecuniary interest, municipality must create a registry to track all registered conflicts of interest.**

**Municipal Election Act: beginning of term changed from December 1st to November 15<sup>th</sup> in the year of election, Individual contribution limit from \$750 to \$1200, nomination day changed to the fourth Friday in July.**