

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

Type of Decision									
Meeting Date	Tuesday, November 14, 2017				Report Date	Wednesday, October 18, 2017			
Decision Required		Yes	x	No	Priority	X	High		Low
Direction		Information Only		x	Type of Meeting	X	Open		Closed
<h2 style="text-align: center;">Clerk's - Report #14/11/17/801-i</h2>									

Subject:

1. Time since the last meeting has largely been spent on:
 - a. Bill 68 Training in Casselman – report attached.
 - b. Councillor information and education – emails and reports to Council.
 - c. Cunningham Swan Seminar in Eganville, October 25, 2017.
 - d. Workplace Harassment and Violence Policy Investigation.
 - e. Code of Conduct and Conflict of Interest Research and responses to Council.
Considerable employee time has been taken responding to the number of recent complaints received.
 - f. Planning Remembrance Day Ceremony
2. Grant applications submitted but awaiting notice:
 - a. air conditioning for hall.
3. 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.

4. Due to advance planning required for staff appreciation for 2017 Christmas party, please consider the following. FYI - From 2009 – 2015 council's allowance has increased from \$250 to \$400. Thank you.

Resolution

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 2017.

5. 2018 Meeting Schedule

- a. It was recommended that summer meetings for 2018 be discussed. For history and clarification purposes, the reason that there are no meetings during the summer months of July and August is to provide for vacation time for staff and Council. This practise has developed over the past dozen or more years and works for Council and employees. Most municipal and provincial offices slow down during summer months with meetings being cancelled. There is little that requires Council's attention over the summer months and should something of an emergent nature occur; an emergency or special meeting of council may be called to deal with it.

As to comments of the large correspondence package prepared for the September meeting this year:

- As explained at the September meeting, a large number of those documents were included simply for information for the new council members so that they could see the variety of issues Council and staff might be responsible for or involved in.
- Not many of those pieces of correspondence resulted in Council actions, none required an immediate decision or anything more than a "support by letter" or "support by resolution" decision.
- Additionally, for 2018, there will be municipal elections to be prepared for increasing demands placed on staff.
- It is staff recommendation that the meeting schedule remain as was approved at the October 17th meeting.

6. Emergency Management Training – November 24, 2017

In order to be compliant under EMO regulations, all members of the Community Control Group are required to be trained. In the past, we have had all members of council as part of the CCG. It has been difficult to have all members attend training.

This change allows for HCM to continue to have training to which every member of council and staff are invited and requested to attend but still allows compliance should any member other than those listed be unable to attend.

Resolution

WHEREAS due to the makeup of our municipality and lack of municipal services Head, Clara & Maria does not have the usual departments to provide representation at an Emergency Management Community Control Group (CCG) and have in the past used Council as members;

AND WHEREAS legislation requires that all members of the CCG are to be trained annually and we have had difficulty getting all members together;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby change the composition of the CCG to include the Mayor, one member of Council, the Clerk and our Admin Assistant (or their designates).