

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

Type of Decision									
Meeting Date	Tuesday, Feb. 13, 2018				Report Date	Monday, February 5, 2018			
Decision Required		Yes	x	No	Priority	X	High		Low
Direction		Information Only		x	Type of Meeting	X	Open		Closed
<h2>Clerk's - Report #20/03/18/801</h2>									

**Subject:**

1. Time since the last meeting has largely been spent on:
  - a. Budget prep – still a work in progress.
  - b. Updating elections policy prior to May 1, 2018 when nominations open.
  - c. Residential Tenancies Act training.
  - d. Planning Act training (March 19, 2018).
  - e. Staff off ill and vacation.
  - f. Review of the newly updated Environmental Compliance Approval for Bissett Disposal Site. New forms and training is required. (Melinda and Crystal)
  - g. New Emergency Management Guidelines have been received. Staff are working on meeting 2018 requirements. (Crystal and Melinda)
  - h. Data call is due in April. Staff are working to have it completed, have arranged for the Hazardous Waste Collection day to take place on May 26 at the Stonecliffe landfill site. (Crystal)
  - i. Seniors programming under various grants – ongoing. (Crystal and Mel mainly)
  - j. Clerk AMCTO Law program assignments (on own time).
  - k. The clerk has taken one week off – time for time; however, work piles up, additional time is required. A vicious circle but there is light at the end of the tunnel.
  
2. Meeting Follow up and information:
  - a. We have requested and received information on the use of closed municipal roads to access the Ottawa River. A full report to Council will be provided at a later meeting as staff have not had time to review it at this time.
  
  - b. Council meeting audio is being uploaded to Youtube under Municipality the United Townships of Head, Clara, Maria. Log on to youtube and search HCM Council meetings. It takes some time to create a video from the audio and then upload to the web but we will work on uploading the entire list of audio we have into the future.
    - i. HCM Council Meeting February 13, 2018 - <https://youtu.be/PR97ZilqkoM>
    - ii. HCM Council Meeting January 23, 2018 - <https://youtu.be/3vsLQ3gZzpQ>
    - iii. HCM Council Meeting December 19, 2017 <https://youtu.be/mJe6vcCqtXM>
  
3. Grant application updates:

- a. Seniors Community Grant Program – ongoing seniors activity programming – 2018 received conditional approval. Signing of contract is required. Staff will continue to provide programming until March of 2019 under this program.
  - b. “AMO will be sending the municipal funding agreement needed to access Main Street Revitalization Initiative funding the week of March 19th to the Municipal Clerk. Like the Federal Gas Tax Fund, AMO will administer the funding, based on the government’s allocation-based formula. These agreements must be signed, with a by-law authorization. Please place this on your council agenda as soon as possible.” Amount to be received has changed from \$36,254 to \$37,865. A short description of allowed projects has been included in correspondence.
4. Ottawa River Watershed survey. A copy of the survey is attached. Please provide comments to the Clerk by the end of the day, Sunday, March 25<sup>th</sup>. The report is due April 6 and staff will need time to compile your comments.
  5. In your package is a flyer from the Canadian Cancer Society. On Thursday, March 15, 2018 I met with Mr. Martin and Ms. Giroux who apprised me of their plan to request representative teams for this year’s event from each municipality. I promised to express their plan to Council and ask that you consider forming a team of council, staff and family members to represent Head, Clara & Maria at their walk in Pembroke on June 22, 2018 from 6:00 p.m. to 12 midnight.

To provide assistance and awareness, the municipal office will also have team leader kits to hand out to simplify delivery. Cancer now affects 1 in 2 residents; we have all been affected. Please consider supporting this worthwhile event.

Further, staff ask for Council’s permission to conduct fundraising activities in the municipal office in support of a municipal team contribution.

6. As discussed during the Recreation Committee meeting in February, the Committee has realized decent revenues and have made some significant donations to the municipality. It was suggested that in order to give back to residents and seasonal visitors who have contributed to the success of the Rec committee that Council provide a number of breakfasts free of charge. The Rec Committee will provide the costs of ingredients; Council members will cook and serve. The suggestion was to provide free meals for each of: Mother’s Day, Father’s Day and Canada Day.

Councillor McKay suggested doing a BBQ at LaCroix Park during the summer to help to include Deux Riviere’s residents in a council event in their neighbourhood. The Recreation Committee hopes to install either a play structure/swings or a covered picnic table for this location.

We will need volunteers – Council members (and friends and family) to cook and serve for the free breakfasts and Deux Rivières BBQ in August. It was thought that Council members working together to give back to the community might help to mend broken fences and work towards eliminating the divisiveness within the community.

Please consider this request and advise which dates you are able to participate. Ideally each council member would help in each event.

7. Fireworks for Canada Day were a huge hit in 2017. It has been suggested that Council sponsor fireworks for 2018 in addition to the normal Canada Day programme. At the event last year we heard a lot of “are you going to do this again next year?” As details need to be confirmed as soon as possible please consider the following resolution.

Normally Council commits up to \$1,000 for provision of a free hot-dog lunch for Canada Day. This year we are asking that additional funds be dedicated to providing fireworks. Any fundraising activities during the event will be used to offset costs. We rely on volunteers, grants, donations and gifts to provide a large portion of our annual event. Recently, the Recreation committee also contributed with bounce houses and kid friendly events and plan to do so again for 2018.

**WHEREAS** 2017 fireworks held for Canada Day were a huge hit with residents and visitors alike;

**AND WHEREAS** plans need to be made soon for Canada Day for 2018;

**THEREFORE BE IT RESOLVED THAT** Council does hereby authorize staff to arrange for fireworks at Old Mackey Park in a similar manner as in 2017 and that up to \$1500 be contributed to this event in addition to Council’s normal Canada Day activities with a limit of \$1,000 in Council contributions.

8. Although normally completed before this time of year, municipal employees are working on having a budget prepared as soon as possible. Various challenges have prevented it being completed to date. The Municipal Act does provide for municipal spending of up to 50% of the previous year’s expenses without having a budget. Any new expenses not included in the 2017 budget process have been, and will continue to be, brought to Council’s attention for permission prior to any purchase until the new budget is in place.
9. Although not requiring any discussion, unless you have questions, information about Council insurance policies are included in your package envelope for your information. This information is normally provided at council orientation.
10. FYI – the bar was closed early during the MLSC silent auction due to challenges with intoxicated patrons and others continuing to provide alcohol after some people were cut off. The bartenders and the Recreation Committee rep at the event made the decision which was supported by the Clerk.

Further, there were challenges with actions which occurred where a private individual paid a lump sum and offered a “free bar” for attendees. We would like to advise that this activity will NOT be repeated for any event other than a private event such as wedding/family function or private meeting/event. Even then, there is to be no announcement of a time limit so as to discourage overconsumption in a limited time frame. This practise is not legal during any event which is “open” to the public. It is recommended that persons wishing to provide a benefit to attendees choose methods other than alcohol which encourages over consumption and increased liability, for the lessee, the volunteer bartenders, the Rec representative on hand and the municipality. Municipal volunteers and rec committee representatives will be advised of the ruling.