

Employee Meeting Minutes

September 29, 2015 8:30 a.m.

Municipal Vision Statement

HCM – Providing a healthy, connected and sustainable community teeming with possibilities for our citizens now and into the future.

Municipal Mission Statement

At your service; working effectively to bring together people, partnerships and potential for a strong, connected community.

RECOGNITION:

UNFINISHED ITEMS ORIGINATING FROM PREVIOUS EMPLOYEE MEETINGS

1. Quick review of previous minutes – August
2. Outstanding issues
 - a. Tipping tickets – watch for complete information
 - b. Brush pile can be moved wherever most convenient, no need to contact MOE
 - c. Andre and new contract
 - d. **Action:** Crystal to arrange meeting with Joe Hall re: overview of entire Waste Management program including recycling
 - e. **Action:** LaCroix Park – Bill to take photos and bring back – might need extensive repair – budget
 - f. **Action:** Terry to work on building horse shoe pits for Old Mackey Park over the winter – use the railway ties there and whatever else he needs to be billed to Recreation
 - g. The purchase of a clock for the hall is on the `to do`list

ITEMS ORIGINATING FROM COUNCIL MEETINGS

1. Copies of meetings have been provided to each of you.
2. Grounds maintenance and veteran's memorial.
 - a. Council decided that until the grounds maintenance contract is renewed (at which time this will be included) staff will weed the garden.
 - b. **Action:** Terry and Bill are to weed the memorial – opposite weeks – 10-15 minutes should be all that's required.
 - c. **Action:** Gayle and Melinda volunteered to overhaul it, regular minimal maintenance should keep it up.
 - d. **Action:** Bill and Terry to work on finding materials to create a watering system – built into the existing downspout from the garage. – Steel tank, pipe, garden hoses. Purchase of fittings.
3. Bell wire down on the south side of the road.
 - a. **Action:** Crystal to follow up with Bell to see what they plan to do with it for winter – 2619 line.
4. Parks and Boat Launch by-law.
 - a. **Action:** Clerk to provide copy to Terry.

- b. **Action:** Remove the “no dogs” signs at the parks. Check boat launches for “no overnight parking” signs. It is now allowed.
- 5. Hall rental fee policy renewed – brief explanation of changes.
 - a. **Action:** Copies to staff. Posted on website.
- 6. Website – council to review – suggestions
 - a. Search bar be moved to top of page
 - b. Link to geomapping software be added – Crystal
- 7. Heli-pad – contract to be signed.
 - a. We will be responsible for snow removal. Indicate hours spent on this task separate from regular as compensation will come from separate budget account.
 - b. **Action:** Noella to create a separate expense account.
 - c. **Action:** Basketball net to south side, no further within the blacktop as the lights.
 - d. **Action:** Pickle ball markings OK on blacktop.
- 8. Ocean’s and Fisheries – changes to Stonecliffe launch facilities
 - a. **Action:** Terry to investigate options for remediation.
 - b. Costs to remove rocks.
 - c. Clerk/Terry to investigate process with DFO and MNRF. Bring proposal back to Council for further consideration. Currently no budget.
 - d. At the least, in spring, drill rocks and place permanent buoys on top to mark rocks.
- 9. Rail corridor – maintenance, challenges, municipal responsibility?
- 10. Questions or issues requiring follow up by staff.

NEW DEPARTMENT ISSUES

Disposal Sites

- 1. Mapping – has this been completed?
 - a. Bill discussed with contractors. Require a meeting with Cambium staff responsible for reports.
 - b. **Action:** Bill/Melinda to meet with staff when they come up in December/January, arrange for spring mapping)
- 2. Demo Waste – can it go outside of the fence?
 - a. Yes, the fence has simply been installed to keep bears out of current cells. They will eventually need to be moved so that they are no longer fencing in areas which have reached “full” status.
 - b. Budget item, when fences need to be moved or extended – need advanced notice to plan for expense.

Roads

- 1. Renewal of grading contract? Recommended? Or not? Finished in 2015, option to renew for 2 years.
 - a. **Action:** Clerk to send letter of renewal to Monty for the extra two years.
 - b. Discussed the contract, agreed terms, times and costs – with no need to go to Bissett or Deux Rivieres, should be a shorter time period. Pro-rated time/cost based on fewer roads.

- c. **Action:** Terry to advise Monty accordingly.
2. Plowing contract – will be finished in April 2016. Recommend extending for 2 years? Or not? 16-17 and 17-18.
 - a. **Action:** Melinda to provide copies of the grading and plowing contracts to Terry for his records.
 - b. **Action:** Clerk to send letter of renewal to Pat for the extra two years.
3. Beaver problem on Mackey Creek Road – Terry to contact Jim Longfield for solution.
4. 911 signs are ready to be picked up at the county if someone can do that in the next two weeks or so.

Building

1. Large number of new builds in area.

Financial Management

1. Budget for 2016 asap.
 - a. **Action:** Staff to meet individually with Clerk and Treasurer to review 2015 numbers.
 - b. Work on having a draft of your department budget for 2016 by the next employee meeting. We will review budget line by line on October 20th.
2. Auditor contract?
 - a. Noella to check legislation – can we simply extend contract? Do we need by-law changed?
 - b. **Action:** Clerk reviewed existing by-law. Will amend and bring to Council for October meeting to extend term to 5 years ending in 2016. In 2016 we will have to re-appoint.

Health and Safety

1. Budget item for 2016 – Crystal to Health and Safety training.

Emergency Management and Fire Safety

1. Training for Community Control Group and staff for notetaking and incident management needs to occur before the end of the year.
2. **Action:** Gayle/Melinda to plan on a full day training, meals provided. Staff and CCG and volunteers. Break day into different segments – meeting, exercise and training.
 - a. Review assessor program.
 - b. Do we need a paid/volunteer position in each community?
 - c. Budget costs – proper notetaking/scribe books for emergency management purposes. Bound, numbered.
3. **Action:** Clerk to review exercise and IMS training and prepare training for other staff.

Recreation

1. One post on horse shoe pits in Stonecliffe requires attention – either pounded down or another cone placed on top.
 - a. **Action:** Terry to remove for winter.
2. Senior's programming.

- a. **Action:** Crystal - Create a calendar for first couple of months.
- b. Circulate to other staff. Print and mail.
- c. Include Seniors and all known upcoming rec/library board events.
- 3. Need for volunteers.
 - a. Resignation of Councillor Grills & John Reith.
- 4. Continued coordination of seniors and recreation events.
 - a. Painting cargo containers
 - b. Genealogy speaker
 - c. Request for history project – Library support
 - d. Paint a community “family” tree

Administration

1. What have you seen (other’s do) or have done yourself to save money during regular operations? Let’s advertise it!
2. Computers? Have some issues been resolved with new hardware/software?
 - a. **Action:** Noella to arrange a meeting with OnServe to review what’s working/ what’s not.
3. Installation of security mirror/camera.
 - a. **Action:** Noella and I to create a floor plan. Darryl to install.
4. **Action:** Each employee - Tuesday, October 6 and Wednesday, October 7 - Set meeting schedule with me to review your job descriptions and budget. Please come prepared. Sign-up sheet is on the hall bulletin board.
 - a. Will review job description.
 - b. Will review 2015 budget.
 - c. Will provide review documents for 2015 performance appraisal process – yours and mine.
5. Set date for Minute Taking Training – Gayle, Noella, Crystal.
 - a. October 20th meeting date
 - i. employee meeting and budget review
 - ii. seniors and recreation update
 - iii. 1:00 note taking course
 - iv. Emergency management review

OTHER STAFF ISSUES

Questions and Answers

TO FOLLOW UP FROM PREVIOUS MEETINGS (TO STAY UNTIL RESOLVED)

1. Nuisance Beaver – deterrent alternatives – status quo
2. Recycling future – **Action:** Crystal to request meeting with Joe Hall to investigate options
 - a. Composting and general waste management
 - b. Blue box and options
3. Job Description updates – staff to have completed for next meeting – see above

4. Regular Newsletter Articles from staff – next deadline – November 10, 2015
5. Further consideration of closing one disposal site during winter months?
 - a. Main challenge is CoA and signage
 - b. Defer

2016 BUDGET ISSUES

1. October 21st employee meeting will include a line by line review of the budget – unlike a business we have limits to what we can do to increase revenues. Our goal then is to do all we can to keep the line on or decrease expenses.

ITEMS TO PURCHASE – BUDGETED FOR AND APPROVED

1. **Action:** Clerk to research the possibility of washroom facilities at the Stonecliffe Boat Launch – Bob Labre to provide info on products others have used

ITEMS TO COST OUT – FUTURE CONSIDERATION

1. Plow
 - a. **Action:** Terry to investigate options provide list of suggestions to Crystal – modifications to existing vehicle, type/size of plow
 - b. **Action:** Crystal to research costs and options
 - c. Bring back to subsequent meeting for discussion – needs to occur prior to budget time
2. **Action:** Bill – if people bring exterior paint to dump – save for rec project.
3. **Action:** Xerox machine is soon obsolete – Crystal to investigate options – bring report back for review and decision – budget 2016

ROAR UPDATES

1. Gayle
 - a. Amazing organization, group of coordinators
 - b. Recommend that it be in council budget for 2016
 - c. Excellent networking opportunity – especially after hours
 - d. Need to find a coach for pickle ball
 - e. Paddle boards – have an instructor willing to provide direction, his own boards
 - f. Research grants for purchase of additional equipment – Carmen
 - g. Volunteer recognition/appreciation – invite them to sit and provide feedback
 - h. Geocaching – incorporate into our community
 - i. Set up on line
 - ii. Requires minimal investment/time
 - i. Mental health and youth – seniors
 - j. Lending sports library – logistics
 - k. Wii fit program
2. Crystal
 - a. “in the kitchen” focus on kids but seniors as well
 - i. Single serving cooking
 - ii. Bulk cooking/freezing
 - iii. New foods
 - iv. Wild game nutrition facts – share in Newsletter

- b. Community garden – raised beds (community composting to supplement gardens?)
- c. Communications – newsletter, website, all communications should be consistent font, colour themes – branding
- d. Shaw Woods – destination – focal point
 - i. Reading tree
 - ii. Cork eagle
 - iii. Geo caching trails – prize
- e. Maple syrup demo
 - i. Tap, collect, boil
- f. Trails – skiing, snowshoeing, hiking?

AVAILABLE RESOURCES – TO BORROW

1. Books available in the Clerk's office
2. Magazines available in Noella's office
3. On-line training

NEXT MEETING – TUESDAY, OCTOBER 20TH.