

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

Type of Decision									
Meeting Date	Friday, February 17, 2017				Report Date	January 13, 2017			
Decision Required		Yes	x	No	Priority	X	High		Low
Direction		Information Only		x	Type of Meeting	X	Open		Closed
<h2>Clerk's - Report #17/02/17/801</h2>									

**Subject:**

1. Time since the last meeting has largely been spent:
  - a. Canada Summer Jobs application submitted
  - b. Canada Day Grant Application submitted
  - c. Renovation project management
  - d. Grant workbook – to track funding opportunities, requirements, success
  - e. 2016 Grant final reports
    - i. Canada 150 – Boat Launch projects
    - ii. OCIF – brushing/ditching
  - f. Budget review and prep – correct financials due to system errors
  - g. Homecoming advance planning
  - h. Coordinating Planning for Non-Planners training
  
2. 2017 Budget process. Due to challenges with the current software and our inability to accurately determine what our surplus is and due to being in a tighter spot than ever before surplus/balance/deficit wise; we would like to ensure that year end financials are accurate before proceeding. For this reason we do not as yet have a budget document for your review. It is estimated that Noella will be finished reviewing the past 7 months of transactions by the middle of next week and we plan to have a budget to present by the March meeting.
  
3. Noella will address this later however; since we do not have a budget prepared for this meeting the following resolution should be addressed. The new accounting/taxation system will cost just short of \$15,000 to purchase and train and an annual fee of approximately \$5,000. Comparatively we are paying \$4,000 annual fee for a product that caused more problems than it solved.

**WHEREAS** the taxation and accounting software being used by staff began to present operational challenges early in 2016 leading staff to begin to research alternatives;

**AND WHEREAS** an alternative program, recommended by a number of similar sized municipalities in Ontario has been identified at a reasonable cost compared to others;

**AND WHEREAS** time is of the essence and a replacement product is required as soon as possible staff signed an agreement to purchase MuniSoft in January;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby retroactively authorize staff to spend up to \$15,000 for the purchase of new software with annual operating costs of approximately \$5,000.

4. Renovation/Addition – Kimberly Layman of Eganville has been hired to design plans for our renovations and additions. Work is mostly completed on the office reno. Changes which occurred outside of planned include a change in security company. We were having challenges with the older system. It has been replaced with a wireless system which can be added to and moved much easier when the addition is built.
5. Council direction is required. A quote for an actual vault to store documents securely, which has the ability to withstand fire, 8' x 10', delivered, costs \$38,000.

The alternative is a “fire proof” room (walk in freezer with refrigeration unit), which likely would not withstand a fire given that we do not have a fire department; at \$8,632. With this option, we would be required to digitally copy all existing documents which we are legally mandated to archive and store them off site. We have received a quote of approximately \$120 / month for a location in Petawawa. It would take 20 years at that cost (including the cost of building on site storage room) to meet the current vault cost; assuming all things remain equal and not including the time and materials required to make copies.

Council’s opinion on storage vs. long term self-storage based on immediate costs is required. We did not budget for this expense (\$5,000 budgeted). Funds could be borrowed from general reserves.

**WHEREAS** a decision is required to determine materials and costs for archival storage;

**THEREORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby authorize staff to:

1. Proceed with acquiring the vault at a cost of upwards of \$39,000 borrowing the funds not currently budgeted for from general reserves; or
  2. Proceed with building a protective secure room at a cost of approximately \$10,000 without additional fire rating at a lower cost knowing that documents should be copied with originals stored offsite at a monthly/yearly cost.
6. Change Emergency Management Training from April 7 – 14<sup>th</sup> due to a conflict with the Rural Mayor’s Forum schedule.

**WHEREAS** Council set in its meeting schedule in December Emergency Management Training for April 14<sup>th</sup> which is also a scheduled Rural Mayors Forum of Eastern Ontario meeting date;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby modify the annual meeting schedule and changes the April 7<sup>th</sup> training to Friday, April 14<sup>th</sup>.

7. The Recreation Committee has proceeded with Trail Side Café and so far is seeing an amazing success. 94 people attended this past Saturday, an event record with profits to date of over \$1,100.

8. Grant updates include:

- a. Success in obtaining funding for improvements to Old Mackey Park through Canada 150 Infrastructure for the washrooms, solar lights, and pathways.
- b. Success for ball diamond improvements through The Trillium Foundation for Ontario 150 Capital projects.
- c. Success for \$20,000 from Ontario 150 Celebration Fund for HCMHomecoming2017.

9. Grant applications submitted but awaiting notice:

- a. New Horizons for Seniors program – seniors programming.
- b. Canada Summer Jobs Program – summer student to assist with Canada 150 events and recreation.

10. Grant opportunities requiring Council approval:

- a. Ontario Summer Experience Program – summer student to work with the Library Board to assist with archiving materials obtained during Homecoming.
- b. Ontario Seniors Program – intent to apply to create community raised garden beds – intergenerational, healthy eating, grow your own food, assist low income seniors...

11. Scott Hayes from the Ontario Fire Marshal and Emergency Management will be here to conduct interviews re: Community Fire Safety and Emergency Management on March 7.

**12. So as to become public record, the following is content of an email update sent from the Clerk to Council early in January 2017. For the record....**

As thought, attempting to work at the municipal hall/library has proven too disruptive so we are each working from home. We are in touch via email and/or phone/text with someone checking mail and phone messages daily. As might be imagined there is enough work to keep everyone busy on special projects including: year end, the budget (still), outstanding files and general file clean up. As access to archiving materials and files is limited Gayle has decided to take some personal time. Noella will be away next week on vacation. Crystal took the first week of January off to stay at home with her kids due to school break schedule.

Renovations seem to be progressing on schedule and if not completely finished by January 20, we will have access to at least ½ the office space to ensure that the hall is emptied to provide for the Missing Link event on the 21<sup>st</sup>. When we return to the office, we will begin to be open Thursdays again as our new configuration should provide enough privacy to ensure uninterrupted work if required. We have had some significant challenges with the current security system including alarms not set in the morning when they were set the night previously and phantom motion/alarm calls. There is a new company which comes well recommended, is used by Deep River and Laurentian Hills which we have contracted to replace the current system. The new equipment will be all digital and able to add or move components much easier.

We have received notice that we have not been successful in obtaining federal funding for Canada 150 but have been successful with funding for the ball diamond improvements, the concrete washroom at Old Mackey Park and other improvements. We still have not heard from the Ontario 150 grant application or seniors programming. An application for Canada Summer Student Jobs is to be completed by January 20<sup>th</sup>. We will watch for other opportunities.

Office furniture has been ordered and Crystal is working on procuring quotes for a new photocopier (ours finally quit, approximately one year after Xerox stopped maintenance) and taxation/accounting software. We hope to have prices/recommendations for taxation software ready to include in the budget for the February meeting.

New Year's Eve celebrations were a success but with a lower turnout than expected. Only 55 or so people were in attendance however; the weather was not cooperative.

The recreation committee is planning to go ahead with Trail Side Café for the month of February again as there is significant snow to attract sledders.

### **Issues Added After Printing for Packages**