

STAFF PRIORITIES – May 9, 2018

(beyond routine budget items)

Transportation:

- Surface Treatment: Sunset Beach Road from Watson Road to Bright Lake Road; Dayton Road from Pioneer Road to 4th Line
- Change Guide Rail Approaches at Bridges: not completed in 2017
- LED Street Light Program – Phase 1 complete, Phase 2 to commence in May
- Bridge Repairs needed:
 - Dumond and Vine bridges - cribbing, banding, cleaning
 - Seek meeting with Matt Kirby and Chris Kirby to discuss bridge priorities as per asset management plan (ie. funding to replace Potomac and Bolton River Bridge and ideas regarding Dean Lake Bridge)
 - Newton Bridge Solutions has offered to visit Dean Lake Bridge in order to conduct an inspection (\$2,850.25 + HST). This will be on the May 23rd Agenda.
- 5-Year Road and Maintenance Plans to be re-instituted with Asset Management Plan once update received from Tulloch Eng.
- Surface Treated Roads Resurfacing Timeline Spreadsheet to be implemented
- Routine Brushing/Ditching Program – confirmed that JI can commence once ½ loads are off following May long weekend
- Gravel tender
- ½ Ton and Plow Truck tenders (Equinox trade-in?)
- Biennial Bridge Inspections due in 2019

Environment:

- Landfill Profiles and Well Sampling at all Landfills - ongoing
- Ward 1 Landfill - may have to look at acquiring property for attenuation
- Ward 2 Landfill – new closure date of 2046. Have to meet with AECOM to discuss further
- We are receiving a number of calls from contractors and homeowners doing major construction works and desiring access to the landfill on days it is not open. I would recommend that Council set a fee for this and that it be permitted only on availability of a landfill attendant
- Bradley Cutler of Community Improvement Fund (CIF) is recommending that rather than going to bag limits, the Municipality consider implementing the requirement of clear bags. He will elaborate on this when he does his presentation to Council respecting the Cost Allocation Field Test
- As previously mentioned, Harry has recommended that any further pricing for changes in the way the landfills are maintained (ie. Compactors) be conducted by an expert in the field
- Water tanks have been purchased for all 4 landfills – Wards 2 and 4 yet to be installed
- Curb-side Pick-up review – report to Council yet to be completed
- Closure/Post Closure Report – must be updated every 3 years with 2020 being an update year
- Recycling Awareness – recommend request for information sessions to be given by MWRC
- Recycling went up from 135.73 total tonnes in 2016 to 158.22 total tones in 2017. I am recommending that the Recycling Bins remain at the Ward 3 landfill
- Replacement of Storm Drains – Phases 1, 2 and 3-North will be completed in 2018
- Municipal Drains Maintenance Program – in consultation with John Linley

- Review of Clean Yard By-law. Effective July 1, 2018, the Municipality will have to adopt a by-law to meet the requirements of the Residential Tenancies Act. I would recommend that, if Council desires, a property standards by-law be considered for adoption next year with a review of the Clean Yard By-law this year and some way to control scrap yards
- Big Basswood Septic System Re-inspection – Big Basswood Lake Assc. has made application to Ontario Trillium Fund. To hear if been approved in early July

Parks:

- Completion of Roe Park – too wet last year to work on grounds – cost for proper drainage is a concern.
- Information gathering ongoing for Report to Council re: possible dock installation at Roe Park
- Establish Routine Playground Equipment Inspection Program
- School Bell signage required

Recreation:

- Ward 4 Recreation Centre (Canada 150 Grant) – Grand Opening Date to be set
- Completion of repairs identified in Structural Report for Iron Bridge Recreation Centre (Ontario 150 Grant)
- Completion of repairs identified in Structural Report for Sowerby Hall (some completed in 2015 by the Committee and volunteers. Any further repairs to be completed by volunteers in 2017?)
- Structural Reports for remaining Buildings – hold off until 2019
- Healthy Kids Community Challenge Theme 4
- Outdoor Rink at Little Rapids Village Park – well received. Will seek usage counts from Kathy Mroz. Change to plowing required due to ice build-up around kitchen door and flooding into building this spring
- Plans for Little Basswood Beach - Require decision of Council respecting future plans (i.e. Change Rooms)

- Plans for Beharriell Park, if any
- Great Lakes Waterfront Trail – promotion

Health:

- Cemetery maps and software consideration – on hold until review CGIS program
- PTSD Plan – annual review
- Bullying, Violence and Harassment Plan – annual review

Protection:

- Employee and Family Assistance Program – annual review
- New Bunker Gear to be tendered mid May
- New communications system required
- Station Wear?

Culture:

- Minor works to be completed at Library ramp – unable to contact contractor

Planning and Economic Development:

- Zoning By-law - assess complaints and/or application to amend)
- Official Plan – new plans must be reviewed within 10 years of coming into effect (adopted by Council March 11, 2009, approved by Ministry December 16, 2011)
- GIS Mapping – new uses ongoing
- Hiring of Economic Development Intern – awaiting outcome of Huron North Community Economic Alliance decisions
- Industrial Park – water sampling of well and consideration of extending Industrial Road
- Promotional materials for trade shows – price for new brochures being obtained
- Catfish Derby?

Governance/Administration:

- Priority Number 1 is the hiring of a Treasurer and training of new staff
- Succession Planning – to be revisited once new staff in place
- Hiring of Building Maintenance Caretaker – require job description and decision as to vehicle to be utilized
- Filing / Records Retention Planning – request to purchase The Ontario Municipal Records Management System (TOMRMS) – a manual system in preparation for electronic system
- Procedural By-law – further review required to remove requirements for third reading of by-laws and reading of motions
- Preparation of Complaints Handling Policy – ongoing
- Asset Management Plan Update / participated in a pilot project to have Action Plan completed by Hemson Consulting Ltd. at no cost to the Municipality. Tulloch Eng. to update roads and bridges spreadsheets.
- Governance/Terms of Reference policies to be created for all committees of Council.