

Type of Decision									
Meeting Date	Friday, February 5, 2010				Report Date	Tuesday, February 2, 2010			
Decision Required		Yes	X	No	Priority	X	High		Low
Direction Only		Information Only		x	Type of Meeting	X	Open		Closed

REPORT TITLE
Clerk's Report - For Information Only 05/02/10/201

1. As commented on last month, the new roads truck has been ordered for delivery by the end of March. Specs as requested are posted on-line for those of you who are interested. The vehicle ordered is within price range, budget and specs and according to our procurement by-law.

Based on the employee's interpretation of a conversation between an employee and one member of Council, there seems to be some misinformation circulating. With the consent of the staff member confronted I would like to provide the following to address these concerns. Should additional information be required, Council will have to go into a closed session to discuss this issue to protect the privacy of the Council member.

With all due respect to members of Council, please consider this as a reminder to those of you who might have forgotten, in all instances...

- If a member of Council (or the public) has an issue with a staff member's job performance there is a formal complaint process that should be followed. At no time should a staff member be confronted or questioned over work issues on his/her personal time. Staff has been advised to remove themselves from this type of conversation in the future, if it makes them feel uncomfortable. It is the supervisors' responsibility to discuss job performance with an employee, not an individual member of council or a member of the public.
- If there are questions about the processes and procedures used within the municipality they should be addressed to and through Council, not to any one member of staff. The job performance, responsibilities or duties of any staff member should be addressed through the Clerk, through Council, certainly not directly with the employee on their personal time.
- According to the staff member's report of this conversation, there was some concern with members of staff being given too much responsibility. Staff have been performing within their areas of responsibility. All employees have been performing according to their job descriptions and the by-laws, policies and procedures that have been passed by Council.
- Now, specifically concerning the purchase of the Roads Vehicle. Not sure where this is coming from but...
  - The amount of money that we were willing to pay for the vehicle **was not** divulged to the vendors with the tender?
  - The specs and tender were developed in corroboration between Melinda Reith, Tracy Pearce, Ruth Morin **and** Wilfred Lamure. No one person made any decision and we acted in accordance with our procurement by-law. Mr. Lamure expressed his opinion and agreed on the final document prior to it being advertised.

- A list of “nice to haves” was considered and compromised on. Perhaps our Road Super would have liked additional options however; based on price and actual need they were not all purchased.
- It was never our intent to purchase a vehicle large enough to handle a snow plow. Although this issue keeps rearing its head, Council has repeatedly turned down the suggestion to purchase a snow plow for use on our municipal vehicles.
- The make and model of the vehicle. There was a Council meeting at which the type of vehicle to be purchased was brought up and it was agreed by the sitting members of Council that the decision should not be one of Councils. It is an employee decision.
- The type of vehicle that was ordered was purchased because no other dealer bothered to respond to our tender on time (we did receive another quote after tender closed but the price was higher). The vehicle that we purchased met our specs. Perhaps it is not the vehicle that any one of you would have purchased however; a survey of 5 people will result in 5 different vehicles and 5 different reasons why each is best.
- There was some concern over the  $\frac{3}{4}$  tonne vs.  $\frac{1}{2}$  tonne. With the work that is **routinely** performed within this municipality there is no need for a vehicle with a large payload. We did ensure that the truck that we ordered had a Heavy Duty Payload Package, crew cab, trailer package and HD rear step. We do not routinely tow anything and for the very few occasions that this vehicle will “be filled with gravel” it is an appropriate choice.

I hope that this settles the concerns that were raised. In future, please bring these concerns through the proper channels.

2. Agreement signed with RCDBH re: Small Drinking Water Systems requirements; water filter and ultraviolet light system. Approximate cost of \$15,000. We will use our existing Gas Tax funds to pay for those systems as they fall within program criteria.
3. Tents – Bert called in response to letter. Explained that this was always the arrangement and that he is clear in informing renters. The fee for rental is \$600 plus the fee for set up and removal, another \$600 +. He is sorry for the misunderstanding and has agreed to give us a free use in the future. We can put the tents up ourselves however; should there be **any** damage we will be charged \$4,000. The tents cost \$5,000 a piece.
4. Request from the library board re: safety of personnel working alone and theft of equipment. A Metcalfe Public Library worker was tied up and assaulted by a fifteen year old. It is my position that this is an issue for the Library Board to work on solving. We can work with them to create an H&S policy that will address this specific issue but should they require additional funding to finance a solution they should formally make a request of Council. Technically, because the LB is an extension of the municipality all volunteers are municipal volunteers and our H&S policy would apply. Any thoughts from Council prior to my discussion with Gayle?
5. Have received information from the Ontario Forest Industries Association which was presented to County... will review and provide a summary to Council for next meeting.