

Type of Decision									
Meeting Date	Friday, January 25, 2013				Report Date	Tuesday, January-22-13			
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 #25/01/13/801

1. Package is been light due to heavy time sensitive work load since last meeting for both Noella and me.
2. Canada Post has been contacted concerning shelters. They would like to see plans prior to approval and are concerned about their branding. They have provided a set of specs that must be complied with. Not sure that this is a viable venture.
3. Bell tower locate has been contacted. Is now with the company. I am awaiting further contact.
4. All by-election/nomination documents have been completed and posted. Any further work will not occur until after February 8, 2013 and it is determined whether or not a by-election is required.
5. Website is updated with meeting, recycling, and garbage dates for 2013 including the elections webpage.
6. Canada Day application has been submitted.
7. Steve Boland has been contacted re: County trade show.
8. Noella and I have registered to attend the Landowner's information seminar on February 9, 2013.
9. All documents have been sent to Federal government for signing of CIIF Agreement.
10. The public meeting for Saturday has been arranged and advertised. The same rules will apply as for the last public meeting, the same document provided to Council for the January 11, 2013 meeting will be provided to the public. I will print a couple of copies of last year's "Apples to Apples" in case it is needed but it will not be copied for everyone.
11. The Newsletter has been printed and mailed.
12. Noella has worked diligently and intensely on transferring accounts into a new format for the new software purchased to make accounting process that much more simple to use. She has revamped the entire system of accounts removing redundant or ineffective account names inserting new ones as required to mirror those used in the FIR and audit process. We will work together to create a transition documents which we can all use to move amounts from the old comparative income statement to the new format. Ultimately the new tools and reports will be easier to understand.
13. Gayle has been working on archiving Council documents and has advised of a lack of storage space for this purpose. We are mandated to keep certain documents for specific periods of time and are running out of space. We have arranged to have two high school students work over the March break shredding obsolete materials working towards their required volunteer

hours. A consideration for the hall expansion is to utilize a portion for archival and other Council storage.

14. The snowblower separated from its motor mount on Monday. On Tuesday, Terry was to be in Pembroke, I authorized the purchase of a new machine. The old one will be repaired and kept as a backup, potentially being used by Bill at the Stonecliffe disposal site, if required.