

Type of Decision									
Meeting Date	Friday, March 8, 2013				Report Date	Tuesday, February-26-13			
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 #08/03/13/801

1. We have received the flag for Autism Awareness Day set as April 2, 2013 at 12:00. This event has been advertised in the Newsletter. Councillor Grills has agreed to attend the office to raise the flag. Coffee will be on.
2. I have been working to determine whether or not all staff requires a First Aid refresher. If we do, staff has questioned, in light of recent local events whether or not Council would consider opening up training spots to interested members of the public. At discounted price or free of charge?
3. April 26 is suggested as a date for the next Council/Staff meeting. Unless I hear otherwise, this meeting will occur at 12:00 prior to the Council meeting. Due to the length of the last meeting and the feeling of inadequate opportunity to address all issues we have allotted 2 hours so that a break can occur prior to the beginning of the Council meeting at 2:00. Staff will simply be advised to have lunch at 11:30 to allow for the meeting to begin at 12:00, or they may eat their lunch during the meeting.
  - a. As this is not a meeting of Council in which the business of Council is to be advanced, there will be no minutes however as in the past; the meeting will be recorded. We will advertise that the office will be closed during that time period so that everyone may participate fully.
4. Completed a lunch and learn through HicksMorley on MFIPPA on February 26 which was very informative. Background information on how to process Freedom of Information requests. HCM does not normally receive these as nearly all information which is not exempt is available to the public on-line. Most other documents are available by visiting the office and reviewing in Council chambers. This is however; another piece of legislation that we need to be able to properly comply with.
5. March Newsletter has been printed and mailed. A spring edition will be created and mailed the first week of April. If you have anything to add, please submit by the end of March.
6. Baril property in Deux Rivieres on Dunlop Crescent is continuing to give us challenges. The slope of highway and our road allows run off to flow directly into the property, garage damaged due to water freezing. Terry is to work to create a better ditch however; the problem lies with the slope of the highway and the water running right down our roadway and then onto the Baril property. We had discussed this with MTO last year prior to their completing work in that area. They modified the ditch but did not resolve the problem. Terry is to contact Steve Boland of the County to ask for his opinion. Any other suggestions?
7. Noella is registered for an MFOA Finance 101 training for an overview of municipal finance to be held in April.

8. Bill is scheduled to attend a "Small Landfill Operator" course in Pembroke in April.
9. Terry is scheduled to attend a "Beaver Workshop for Public Works Crews" in Perth in April.
10. Councillors Grills, Gibson and Reid have been registered for training in North Bay.
11. I have contacted the New Horizons for Seniors program and they have not yet made decisions on the funding awards. We will be notified whether successful or not and as soon as decisions have been made.
12. Noella has been working diligently to complete the transfer of data from the old Simply Accounting software program to the new program which includes payroll, general ledger and taxation. This week taxes are being printed.
  - a. The employees of USTI have actually recommended that Noella be included in their upcoming Newsletter due to the volume of work that she has completed on her own, on their new system. They have not, in their history had any purchaser complete the volume and detailed work that Noella has on her own. Generally, their tech staff has had to complete that work.
  - b. Congratulations Noella and Thank you for all of your hard work. The changes that Noella has made over the past months will make the remainder of 2013 and future years so much easier for her. Time savings will eventually be used in part to assist in researching and obtaining additional grant and funding opportunities.
13. As per By-Law 2008-16 the mileage rate used for Municipal purposes has been increased from .53 to .54 per kilometer.