

Type of Decision									
Meeting Date	Friday, December 7, 2012				Report Date	Tuesday, November-20-12			
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 #07/12/12/801

1. We have received notice from Agri-Spirit fund that we were not successful in obtaining funding for the hall floor replacement. This allows an extra \$8,000 to be used for other projects from reserves.
2. We have received notice from CIIF that we have been successful in obtaining funding of \$70,200 for extension of the municipal hall.
3. As per recommendations of the Ontario Ombudsman in his recent report, and in the vein of complete openness and transparency the minutes of all meetings including closed sessions will be recorded from this point forward. Minutes of open meetings will continue to be posted on-line.
4. Attached please find a copy of the list of Contracts/applications or agreements signed by the Clerk on behalf of the Municipality for 2012 as per by-law 2007-20.
5. Attached please find a list of Code of Conduct Complaints, investigations and outcomes for 2012 as per section 75 from the Municipal Code of Conduct Complaint Policy.
6. Due to holidays and office closure, I have authorized Noella to create and post-date pay for the period from December 16 to and including the 29<sup>th</sup> to be available on December 28<sup>th</sup>.
7. Holiday closures and disposal site/collection notices and dates have been advertised.
8. I have arranged with AMOs Local Authority Services to have a free energy audit completed as a component of new Ontario regulation 397/11 which mandates energy consumption statistics be posted by mid-2013 and energy use plans by mid-2014. Ian Scott of AMO will visit mid-December and will prepare a report for January. I have explained the funding for hall expansion and he will provide suggestions for energy efficiencies in the existing building and with the extension.
9. In conjunction with and utilizing the skills and efforts of Councillor Grills, the Volunteer Appreciation board has been completed – Thank you for your hard work.
10. Reminder that I have yet to received completed documents which were handed out at the last meeting "Council Confirmation of Understanding" from some members of Council.
11. The Federal Government is attempting to determine allocation of funds under the Community Infrastructure Improvement Fund (CIIF). Confirmation of the requirement for funds is required by December 11, 2012 (date of Council meeting). Should the response to the email acknowledge the requirement for this funding or should we decline the offer of \$70,250?

# General Authority By-Law – 2007-20

## Employee Authorization Tracking List – 2012

Under s. 5 “...an inventory is to be created listing all agreements, contracts or other documents and consents executed under the authority of this by-law...;

Date	Type of Document and Purpose	Signed By
<b>December 2011</b>	Recycling Contract	Melinda Reith
<b>February 29, 2012</b>	Canada Summer Student Grant Application	Melinda Reith
<b>February 29, 2012</b>	Offer to Purchase and Sale – Chapman Park	Melinda Reith
<b>March 19, 2012</b>	MPAC Mapping Agreement	Melinda Reith
<b>March 19, 2012</b>	MTO Permission to enter Dunlop Crescent for Required Work	Melinda Reith
<b>March 19, 2012</b>	MHSW Amendment Agreement	Melinda Reith
<b>March 22, 2012</b>	Ontario Summer Jobs Grant Application	Melinda Reith
<b>March 2012 and September 2012</b>	Service Canada Summer Grant Application and Final Report	Melinda Reith
<b>April 2012</b>	3 year Groundskeeping Contract	Melinda Reith
<b>April 2012</b>	Noella to be Designated as CEMC Alternate	Melinda Reith
<b>June 2012</b>	Seniors New Horizon Grant Application	Melinda Reith
<b>June 2012</b>	AgriSpirit Grant Application Hall Floor	Melinda Reith
<b>Aug. 2012</b>	CIIF Application – Hall Extension	Melinda Reith
<b>Aug 2012</b>	Canada Day Grant Final Report	Melinda Reith
<b>September 2012</b>	General Insurance Renewal	Melinda Reith
<b>September 2012</b>	Auditor Contract	Melinda Reith
<b>November 2012</b>	General Work Contract – Bill Donnelly	Melinda Reith
<b>November 2012</b>	Land Use Permits	Melinda Reith



## The United Townships of Head, Clara & Maria Municipal Code of Conduct Policy

P&G166/ADMIN CODE OF CONDUCT - Employee - Apr2009/Jly2010/Jun2012

### List of Code of Conduct Complaints - 2012

s. 75 ...This report shall provide a list of investigations, and include the costs and the status of the individual investigations

<b>Date Filed</b>	<b>Complaint Filed Against</b>	<b>Costs</b>	<b>Status of Investigation</b>
December 9, 2011	<b>Melinda Reith, Municipal Clerk</b>	See below	Completed by the Delfi Group, Report provided to Council February 17, 2012
December 9, 2011	<b>Councillor Dave Foote</b>	See below	Completed by the Delfi Group, Report provided to Council February 17, 2012
December 9, 2011	<b>Councillor Jim Gibson</b>	See below	Completed by the Delfi Group, Report provided to Council February 17, 2012
December 9, 2011	<b>Council Members</b>	See below	Completed by the Delfi Group, Report provided to Council February 17, 2012

**Note:** The total paid to the Delfi group was \$18,130.85. A portion of this was attributed to the Code of Conduct Complaints described above and a portion attributed to the Harassment complaints filed earlier in 2011. As the interviews and investigations overlapped, it is impossible to allocate specific costs.

**Melinda Reith, Municipal Clerk and CAO**

**November 28, 2012**