

Type of Decision									
Meeting Date	Friday, September 17, 2010				Report Date	Thursday, September 9, 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 17/09/10/801

1. Have received 2 responses to our Blue Box Plan rfp Cambium Environmental \$12,989.35 and JP2G \$6,644.40 – awarded to JP2G at a significantly lower cost.
2. Have received 1 response to our Pay Equity and Grid rfp – plan to award to R. A. Young and have contacted the County for a quote. Resolution in package.
3. Tenders have closed for the Accessible Washroom project and the Old Mackey Park Pavilion project. Will open tenders at Council meeting.
4. Have received 3 expressions of interest for the Washroom Accessibility project and have met with 3 contractors.
5. Have received 2 expressions of interest for the Old Mackey Park project.
6. Wednesday September 8, 2010 – held an employee meeting with full attendance:
  - a. Jason Davis of County GIS department gave overview of geosmart mapping to all applicable staff.
  - b. Kevin Waito held a WHMIS training session for all staff.
  - c. Also, reviewed basic worker's rights, health and safety issues, Violence and Harassment policy and Alternate Work Arrangements policy.
7. Installation of automatic doors is nearly completed.
8. All 5 positions on Council and all 4 School Board positions are acclaimed and filled, congratulations. There will be no election in HCM in 2010 at a cost savings of nearly \$4,000.
9. Gayle and Tracy are registered to complete the CEMC training for emergency management purposes so we have adequate back-up for planning, exercising and actual events.
10. Clerk registered to attend Waste Diversion Ontario training from September 27 – October 1, 2010. Completion will allow us to realize increased funding from Stewardship Ontario's Blue Box program as the training meets one of the requirements for funding. One other is our BB program plan which we are working on.
11. An emergency management exercise was scheduled for Wednesday, September 15, 2010. The morning of the exercise we realized a number of key volunteers and staff were not available for various reasons. A call out was completed which resulted in potentially 9 people being available to attend within 1 hour of call out (includes 5 staff who were at work). For training, there was no one available to declare should there have been an actual emergency. It was determined that a follow up training will be held on Tuesday, November 23 where we will review results of call-out, set up the EOC and review our plan.

12. Have received copies of documents from OPG showing the transfers of property from CPR and Catholic Church to OPG and then back to us in 1988. It appears that when that transfer occurred, it was either registered incorrectly or noted incorrectly at MPAC. Bill Instance and Cecilia Beulow are following up for us.
13. On Wednesday, September 15, 2010 we received a request from the Four Season's Lodge to use the kitchen and hall for an afternoon. They are planning to bring their residents up for a drive to see the fall colours, and would like to provide them with lunch. I offered the facility at no charge.
14. Clerk to be away for personal/medical reasons from October 15 to approximately November 15 and will not be on payroll during that time.