

TOWN OF INGERSOLL

CLERK REPORT

Report No. C-121/09
Approval Date: August 10, 2009

Mayor Holbrough and Members of Council:

1.0 Activities and Information

(i) By-Law Review Sub-Committee

Due to vacations, the July 23rd meeting of the By-law Committee was cancelled.

(ii) Museum

The Advisory Committee met on July 9th to discuss the upcoming summer events including Down on the Farm Day (which was a success in spite of the weather); Harvest Festival, the Pumpkin Festival and our new spring event.

The 3rd Annual Pumpkin Festival is being held on October 24th, 2009 commencing at 2 p.m. to 4 p.m. with events such as pumpkin carving, apple bobbing, face painting, pony rides, candy in the straw. Look for more details to follow!

To celebrate the opening of the Museum, the Committee is hosting a Spring Event using the May Pole theme. The event will be held on May 23rd, 2010 from Noon – 3 p.m.

Many events and new exhibits await you at the Ingersoll Cheese & Agricultural Museum.

(iii) Customer Service Standard

A draft customer service standard is being drafted for review by the Committee and Department Heads. It is anticipated that the standard will be presented to Council no later than October, 2009.

2.0 Other Activities

- Administrative Duties
- Attended several meetings with Committees, Developers, Museum, Pay Equity and various Staff, Town Solicitors
- Preparation of Planning Documents – Minor Variances, Severance Agreements and Site Plan Agreements
- Training of staff
- Organizing and volunteering at the Community Museum
- Preparation of Grant applications & continued follow-up on grants.
- Preparation of the negotiated Contract for Council's consideration
- Jointly working on Harvest Festival

Respectfully submitted,

Elaine Clark
Clerk Deputy Administrator