

TOWN OF INGERSOLL

CLERK REPORT

Report No. C-095/09
Approval Date: June 8, 2009

Mayor Holbrough and Members of Council:

1.0 **Activities and Information**

(i) By-Law Review Sub-Committee

The Committee met in June and discussed several issues that are on-going: Smoking restrictions at publicly owned facilities; sale of bottle water at municipal facilities; regulations for Spring Clean-Up days; House Numbering and Traffic Amendment requests.

A sample by-law regulating the spring clean-up is being prepared for the Committee's review prior to submitting to Council for their consideration.

Further information is being obtained on the bottle water, house numbering and smoking on certain public lands have been referred to the next meeting being held on Thursday, July 23rd at 9:00 a.m.

(ii) Museum

The Ingersoll Cheese and Agricultural Museum has had a very active opening season commencing with the Doors Open Oxford Event ensued by the Sports Hall of Fame Induction. While the attendance was lower than anticipated for Doors Open, those in attendance enjoyed a fabulous day. Ronald Armstrong, Susan Lake and Peter Griffin were honoured and inducted into the Sports Hall of Fame with several family and friends in attendance.

Grants for the students this year have been reduced and a full report will be forthcoming on the financial impact on the museum at the next meeting of Council.

(iii) Customer Service Standard

Members of the Administrative Committee attended a session on Accessibility – Customer Service Standard in London on Friday, May 29th, 2009. The session was informative and much literature was provided to assist the committee in the preparation of the standard and subsequent training of our staff.

(iv) Development Meeting

A draft Site Alteration By-law and regulations is circulating among staff and our solicitor. Upon receipt of all comments, the by-law will be presented for Council's consideration.

Development Agreements for Sifton Properties Inc. and B. W. Conn are in progress and awaiting additional information.

2.0 **Other Activities**

- Administrative Duties
- Attended several meetings with Committees, Developers, Museum, Pay Equity and various Staff, Town Solicitors and the EARTH Annual Meeting
- Preparation of Planning Documents – Severance Agreements and Site Plan Agreements
- Training of staff (Museum, Parking)
- Organizing and volunteering at the Community Museum
- Research of Museum archives for information
- Preparation of Grant applications & continued follow-up on grants.
- Attended a Ministry workshop on Accessibility – Customer Service Standard.

Respectfully submitted,

Elaine Clark
Clerk Deputy Administrator