

TOWN OF INGERSOLL

CLERK REPORT

Report No. C-109/09
Approval Date: July 13, 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: sale of bottle water at municipal facilities; regulations for Spring Clean-Up days, the town's current Noise By-law and House Numbering. A sample by-law regulating the spring clean-up is on this evening's agenda for Council's consideration.

The draft enhances the County of Oxford's large article pick-up policy currently in practice. This draft by-law regulates the earliest date that articles can be placed out for collection and the latest that unacceptable items may remain on the highway allowance prior to the municipality removing same and the owner being charged actual cost sand an administrative fee.

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 Museum is now open seven days a week, including holidays, through to Labour Day. Visitors to the site will be greeted this year by a member of our staff being either Chelsea Jibb, Acting Supervisor/Exhibit Designer; Krystina Reiner, Programs & Promotions Co-ordinator, Julia Van Bommel, Special Events or Jodie Buttigieg.

Presently, we are undertaking the task of analyzing the artifacts in the North Barn with the goal of re-opening the barn this season. This task is considerable as the barn has numerous articles that need to be sorted into what will be maintained by the museum; what can be deaccessioned and what can be discarded due to breakage or state of disrepair.

A new month lends itself to a new exhibit being displayed and this month the museum is honouring the **History of Ontario Movie Theatres from the Archives of Ontario** along with an improved display on Ingersoll's former Emergency Services.

Plans are on their way for the 3rd Annual Pumpkin Festival. More information will follow.

(iii) Customer Service Standard

The Committee met and commenced a review of various sample standards and work is underway to develop a draft for review.

2.0 **Other Activities**

- Administrative Duties
- Attended several meetings with Committees, Developers, Museum, Pay Equity and various Staff, Town Solicitors
- Preparation of Planning Documents – 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.
- Union Negotiations and preparation of the negotiated Contract for Council's consideration

Respectfully submitted,

Elaine Clark
Clerk Deputy Administrator