

TOWN OF INGERSOLL

CLERK REPORT

Report No. C-078/09

Approval Date: May 11, 2009

Mayor Holbrough and Members of Council:

1.0 **Activities and Information**

(i) By-Law Review Sub-Committee

Sgt. Glyn Parsons will be presenting for Council's consideration the draft Taxi By-law for approval at this evening's meeting.

(ii) Museum

The Museum is showing signs of life. Summer staff commenced their duties on Monday, May 4th and started their work term running with the transferring of artifacts from the museum's overcrowded storage to the newly created storage area at the town centre and by creating exhibits within the newly renovated area of the museum.

A very special note of thanks goes to volunteers, Jon Bowman, Mike & Charlene Bowman and Jack Peter, who were instrumental in the renovations at the museum. With approximately 200 donated hours of time to achieve the changes, there are still a few outstanding issues that will be ongoing at the museum once the doors open for the season. On behalf of the Committee, I would like to express appreciation to Council for approving the renovations and the funding. The renovations have made a significant change in the ambiance of the facility and several rave reviews from all that have attended the site.

I am pleased to welcome Chelsea Jibb, Supervisor/Exhibit Designer; Krystina Reiner, Program & Promotions Coordinator; Julia Van Bommell, Exhibit Designer and Allison Hill, Assistant Exhibit Designer. As Julia and Allison will not be available to commence their duties until late June, Jamie Harris has been engaged for a five (5) week term to assist in the readiness of the museum site, exhibits and special events.

Exhibits featured include the History of Sports, Celebrate Black History; 100th Anniversary of Alexandra Hospital and a Noxon Exhibit, to name a few.

The Museum will open their doors on Monday, May 11th at 10:00 a.m. and will be open seven (7) days a week until Labour Day weekend. We welcome you to visit your home town newly renovated museum and exhibits.

Let us share our historical heritage with you!

(iii) Customer Service Standard

A sub-Committee comprised of Don Johnson, (appointed Chair by default), Gene McLaren, Bonnie Ward, Glyn Parsons and the writer has been formed to draft the first of several standards yet to come. The Customer Service Standard required by the Accessibility Directorate of Ontario is to be completed and implemented, including training, no later than January 1, 2010.

Sample templates from various municipalities have been researched and are to be used for the basis of the town's policy.

The initial meeting was spent discussing strategy, training, and dissemination of information plus the involvement of the Health & Safety Committee. The Committee concurred to investigate the cost of engaging a professional trainer to assist with the training program. Next meeting is at the call of the Chair.

(iv) Development Meeting

The Development Committee met on May 1st and discussed concerns arising as a result of developments within the Town of Ingersoll. The Committee authorized the preparation of a Site Alteration By-law for Council's consideration and the review of the Site Plan Guidelines to reflect current policy and procedures amendments. A sub-committee has been formed to review the guidelines and to report back to the Development Committee, with a final report being presented to Council for approval.

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 & interviews (Museum, Parking)
- Preparation for the sale of land
- Organizing and volunteering at the Community Museum
- Research of Museum archives for information
- Preparation of Grant applications

Respectfully submitted,

Elaine Clark
Clerk Deputy Administrator