

# TOWN OF INGERSOLL

## CLERK REPORT

Report No. C-083/10  
Approval Date: May 3, 2010

### Mayor Holbrough and Members of Council:

#### 1.0 Activities and Information

The month of April has seen much activity with

- Sale of land to BVD Oxford Holdings
- Appeals to OMB for Zoning issues: Reeves Realty (McKeand St.); Joe Webb (Benson St.)
- Administrative work for the sale of Crusoe Ave and Pemberton St.
- Meeting with Developer on Planning Applications
- Union Negotiations and preparation of Working Agreement and approvals.

#### 2.0 2010 Election

MPAC has provided a Preliminary Elector's List for review. The administrative portion of the Election commences now with staff undertaking to review the highlighted data and commence the review of the cleansing and merge conflicts.

Note: Copy of the uncertified candidates can be found at the Town Office or on the Town's website.

#### 3.0 Museum – Health & Safety Issue

As a result of the Workplace Violence & Harassment review, it was noted that the Museum site could be potentially subject to violence especially when only one staff member is on site. Such a situation occurred last fall and it was agreed that there was a need to mitigate the situation. Security pendants and a wireless pod, at a cost of \$921.00, have been ordered with the cost to be found within the existing 2010 Museum Budget to add to the existing procedure of carrying a wireless phone with them while on the site.

The security of our staff is of the utmost importance and for a minimal cost the safety of the site has been enhanced.

4.0 **Other Activities**

- Administrative Duties
- Attended several meetings with Committees, Museum, and various Staff, Town Solicitors
- Preparation of Planning Documents –Severance Agreements and Site Plan Agreements
- Training of staff
- Election Preparation

Respectfully submitted,

Elaine Clark  
Clerk/Deputy CAO