

Type of Decision									
Meeting Date	Friday, December 10, 2010				Report Date	Wednesday, December 8, 2010			
Decision Required		Yes	X	No	Priority	X	High		Low
Direction Only		Information Only		x	Type of Meeting	X	Open		Closed

REPORT TITLE									
Clerk's Report - For Information Only 10/12/10/801									

1. Darryl has nearly completed work on the washrooms. Will be available for use for Seniors Christmas party this weekend. Minimal cost increases due to "found" work as most was expected to some extent – mainly costs for pipes.
2. Interviews for Treasurer Trainee position will be December 13 and 14 successful candidate to begin work first week of January.
3. Jp2g is working on the Blue Box Program Plan and an overall waste management plan. We have had a preliminary meeting and they are moving forward.
4. Clerk has met with Bob Young and Councillor Aiston re: Pay Equity and Salary Grid Review; recommendations are to be included in a separate report, hopefully to be presented to Council on December 22, 2010. Wednesday, December 22, 2010 – 12:00 noon to 2:00 p.m.
5. Due to the timing of the Pay Equity Review and three vacant positions (Labourer, Disposal Site Attendant, Treasurer Trainee), I am not completing performance appraisals at this time. Pending discussions and decisions of Council, these will be completed in January.
6. Disposal Site position. We have one individual covering for interim. He will likely be finished come January as he has obtained employment elsewhere. I do want to post this position ASAP.
  - a. Would like Council's opinion on the possibility of combining this with one of our other jobs – either the Road Super or the labourer position. Please consider options and be willing to discuss on Friday. We have had considerable interest in the position as it is, I don't know how that would change if it were combined with another position.
  - b. *Have spoken with Terry – doesn't see a huge challenge with having an assistant only two days a week during the summer so long as it is over a longer period of time.*
    - i. *Would prefer that they work Monday and Wednesday.*
    - ii. *Can schedule around it – currently, labourer spends a lot of time riding around and cleaning the tools.*
    - iii. *2010 – 18 weeks – 90 days*
    - iv. *Suggest May 1 to October 31 – 26 weeks – 2 days per week total of 52 days*
    - v. *Current rate of pay for labourer \$13.14 and disposal site attendant \$13.25, nearly the same although that might change as a result of Pay Equity review*

- vi. Roads currently do work required of attendant – batteries, bear fence, clearing brush*

*Merge job descriptions – fill in for Road Super.*

7. *Site hours for Christmas Day and New Year's Day – site closed, not opened at all. Most people can attend on Tuesday and Thursday.*

8. It has been recommended by our Hall Caretaker that due to substantial damage to the chairs, that we stop loaning them to residents. We have determined that we will continue with the tables and the old chairs but will no longer loan the new chairs, unless Council directs otherwise.

- a. Price, chair rental - \$50 estimate – modify agreement – due to damage need to replace chair.

Additions subsequent to mailing.

9. Adelard Road. We have been told by the Bourdons that they are planning to have Bill Donnelly Plow Adelard Road this winter so that they can come "home" every few weeks or so. We have a challenge in that we do not normally allow people to "work" on municipal roads. If we allow this, we will be setting a precedent as Adelard is a seasonal road, not maintained in the winter. How does Council wish to address this issue? I have asked Terry to contact neighbouring municipalities at the next Road Super meeting to see how they deal with these issues.
10. Plowing end of Boudreau Road. In the past, Earl Francoeur has been plowing the end of Boudreau Road as the larger plows can not get turned around below. He has called to see if he is to maintain this service. This leads me to contracts, liability and costs. Should we be tendering this service? As this plowing season has started, it is my recommendation to put this on our agenda for the winter of 2011- 2012? In the past, Earl has simply done the work and submitted hours. There is a precedent that has been followed this year.