

Type of Decision									
Meeting Date	Friday, October 02, 2009				Report Date	Tuesday, Sept. 29, 2009			
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 02/10/09/202

- No update re: helipad.
- Date for Emergency Management training and exercise is set at December 3, 2009 – further information will follow. We are hoping to do a complete table top exercise, Mike Nolan (RCP paramedics), Leslie Wirth (County Emergency Plan) and Joe Girard (OPP) have all agreed to attend. Of course Philippe will be in attendance. We hope to have all staff, CCG members and volunteers present.
- Accessibility training will occur October 21. Updates are being made on the Accessibility Plan and a policy is being drafted.
- Moss requirement for Minor Variance – have yet to hear from Fred Dean.
- Does Council wish a follow up letter to Swisha? Perhaps from the Reeve?
- Employee meeting planned to discuss: performance evaluations, budget process and your department, HR policies, reporting requirements, Health and Safety policies.
- Renewal of Appointee to the Fire Marshall's Office cards brought to light the fact that Ruth will be retiring within the next year or so and we will require someone to take over those duties. I have spoken with Bob Labre who is already an employee and a Captain on the Laurentian Hills Fire Department to determine interest. Bob has advised that he would be interested in taking over the duties of the Community Fire Safety Officer. Some additional training would be required but with his knowledge of the Building and Fire Codes for CBO duties it is greatly reduced. I will speak with Dan Koroscil our representative from the Fire Marshall's Office and prepare a report for Council sometime in the near future detailing educational requirements and anticipated increased wages to reflect these additional duties. Time commitment is minimal, additional costs should be minimal as well.

Approved and Recommended by the Clerk

Melinda Reith,  
Municipal Clerk