

Type of Decision									
Meeting Date	Friday, Nov. 06, 2009				Report Date	Thursday, Nov. 05, 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 19/06/09/001

1. Have received new taxation software and are experiencing some problems with old computer. Have used available funds in budget to purchase a new CPU with additional cache and memory. It was to be replaced in 2010, simply doing it a few months early.
2. Have received confirmation that we were successful in Accessibility Funding for washroom updates. Will consult with March of Dimes for assistance designing an accessible facility which will meet all current requirements. Will likely commence renovations early 2010.
3. Gayle has met with Philippe to begin design of Emergency exercise and training. We will invite all volunteers and break the day into training for everyone who might be involved as well as an exercise that will show us what might happen during a real incident. It will be a table top exercise but representatives from all applicable agencies will be involved and have agreed to participate. A light lunch will be provided from the Emergency Management budget.
4. This year, I hope to begin the budgeting process early so that it is completed by February at the latest. Since the audit is not completed until March, we will be using some educated guesses for year end adjustments however; we can effectively use these estimates to set the budget. Although we will work with some unknowns it can be done, some municipalities set their budgets in December of the previous year. I have been compiling a list of Council financial commitments made in 2009 for implementation in 2010 for input into the new budget. If there is anything missing that you think should be considered, please submit any issues for consideration and inclusion in preliminary budget deliberations mid January. (see below)
5. Have discussed Tracy's performance with Ruth and Tracy and am pleased to report that she is fitting in well. She has a basis in accounting that allows her to quickly adapt to accounting functions which she now does pretty much on her own. She has a lot to learn within the municipal arena however; appears to be willing to learn and has attended various on-line and other training sessions and is currently taking the municipal finance course. Her performance is quite acceptable at this stage of her training.
6. The library has ordered new cupboards that coincide with accessibility funding that they have received. We therefore have inherited the old cupboards and Terry has installed a number of them in the kitchen providing additional storage and counter space. Any remaining pieces will be sold at May Madness or other similar venue.
7. Jp2g have confirmed that they can proceed with garage heating and door replacement projects as approved through infrastructure stimulus fund. Site visit next week – Monday.
8. The HSWaste collection was poorly attended. There were a total of 6 residents who dropped off small amounts of material. I suggest attempting to arrange with neighbours or OVWRC for disposal of this material in the future and/or hold events 3-4 years apart.

9. The large bulky item collection of recyclables was poorly utilized as well. Yvan stopped in an wondered if I had advertised. I have not received his report as yet but know what there was not much "special" material this time. Again, should likely consider having only the spring event or an event every other year.

Draft Budget process and to do list – Nov 2009

1. Create a chart showing rates over past 5 years.
2. Graph or chart showing percentage that we receive, and what goes to County and province. Compare over past 5 years.
3. Review actual disposal site monitoring budget and actual costs. Seems we are budgeting large amounts and not spending them. Note to review total costs to Jp2g and consider tendering for 2010, although, likely need to complete land transfer with MNR prior to switching engineering firms. Kevin knows history of land transfer better than we do.
4. Remove WDO compensation for HHW as we should not likely continue with an event each year. Consider discontinuation of annual collection, should change to every two years or less.
5. Large collection of recyclables – should reconsider – once a year only – likely spring. Not much collected in fall. Can we reduce our contract price for this reduction?
6. Recycling – need a list of 911 numbers of people who do not or who regularly recycle. Need to consider fees for garbage bags over a set number and/or fines for not recycling.
7. Reserves – vehicles, hall upgrades.

Budget reminders

1. Council has committed to EAP funding. \$750
2. Council has committed to increased marketing and brochures. ~\$2,500-\$5,000?
3. Funding for Old Mackey Park improvements.?
4. Canada Day Celebration expenses – fireworks. \$5,000
5. Increased costs due to HST.
6. Increase to bag costs/tipping fees. Revenue.
7. Blue Box funding ~\$8,000.
8. \$3,600 for physician recruitment.
9. Water and well service and maintenance. Costs of quarterly monitoring of water samples to lab in North Bay. Service for area businesses that require testing at our cost?

Potential contract increases for 2010

1. Plowing contract. At least CPI. To renew 2010.
2. Summer Grounds Maintenance. To renew 2012.
3. Recycling contract. To renew 2012.
4. Auditor. To renew 2012.
5. Disposal Site Engineers. No contract.

Funding/Grant Opportunities

1. Economic Development – marketing and brochures.
2. Trillium – Old Mackey pavilion and Playground equipment.