

*Request for Decision United Townships of Head, Clara & Maria Council*

Type of Decision									
Meeting Date	Friday, June 12, 2015				Report Date	Thursday, June 4, 2015			
Decision Required		Yes	x	No	Priority	X	High		Low
Direction		Information Only		x	Type of Meeting	X	Open		Closed
<h2>Clerk's - Report #12/06/15/801</h2>									

**Subject:**

1. Time since the last meeting have largely been spent on the following:
  - a. Prep for Canada Day planning meetings and follow up;
  - b. Support for 50s 60s dance committee;
  - c. Old Mackey Park and pavilion; - may not be completed prior to Canada Day, will use HCM tents.
  - d. MHSW collection event and paperwork;
  - e. Employee meetings – WHMIS review held;
  - f. Tires clean up and program registration;
  - g. Updated insurance information;
  
2. Hired Crystal Fischer as the new Receptionist Trainee. Crystal interviewed extremely well, displaying confidence, interest and aptitude. Although all three candidate interviewed would have been good in the position, based on her resume, the interview and subsequent testing, Crystal seems to be the best fit for the position and the workplace. Time will tell.
  
3. Grant Applications – Canada 150. Separate report to follow.
  
4. Noella has researched security cameras. As Terry reported on Monday, June 1, 2015 it appears that someone attempted to break into the municipal garage over the weekend, we have decided to purchase an 8 camera system to install in both buildings.
  
5. I have been working with Cambium to have the land transfer of the Stonecliffe Waste Disposal Site to us from MNR. All surveys are at MNR in Pembroke/Peterborough for their review.

After Packages sent:

6. Hall inspection has been completed and we have received our permanent liquor license. Staff will work towards formalizing processes, policies and procedures including inventory control sheets.
  
7. Smart Serve training will be held on Tuesday, June 16<sup>th</sup> at 1:00 p.m. Anyone interested in participating please call the office.
  
8. I have attended the most recent Shared Services for Blue Box/Waste Management meeting. Updates include:

- a. Funding for the first year of operations of our group has been approved, hope to have documents signed within two weeks.
- b. A joint application has been made to the CIF fund for a joint Promotion and Education plan/program for \$12,000 @ 100% of cost from 2015 funding.
- c. A second joint application has been made to CIF for audits for the 6 communities for \$100,000 @ 100% of cost again from 2015 funding.
- d. Once Joe Hall, has the agreements signed he will begin to send quarterly reports to staff and council. He is currently working on using up newspaper lineage to promote the Shared Service committee. In the near future he will be visiting each municipality to get a hands on look at operations in order to make recommendations for future. We have scheduled bi-monthly meetings beginning in September, locations to be determined.
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