

MONTHLY REPORT – MAY 2019

Clerk and By-law Enforcement Departments

Date: June 7, 2019

Prepared by: Christine Groulx, Clerk

Achievements

Clerk

Interviews for the clerk III position took place in May and Ms. Annie Parisien officially started on May 23, allowing Ms. Sonia Girard to formally assume the position of Deputy Clerk on May 27.

The training for the eScribe software was given to the Council in May, which allowed it to be used for the first time at the May 13 meeting. Although we are still in the adaptation and break-in period, we are satisfied with this tool.

A meeting was held with the Recreation Department to discuss the sale of boat vignettes for the 2019 summer season, which will be handled by the Le Chenail Cultural Centre.

We also met two representatives of the dog park committee, including President Donna Maodus. The purpose was to make the official presentations and to provide explanations as to the by-law that governs the park.

The Council accepted the recommendation of the Town's Insurance Renewal Authority. We will request a quote for cyber risk insurance.

During the month of May, we delivered/received:

Burial permits: 29

Marriage licences: 10

Commissioner for Oaths: 6

Lottery permits and reports: 21

Access to information: 0

Business licences applications: 3

By-law Enforcement

Interviews for the Law Enforcement Officer position took place in May and Mr. Martin Guindon

started on May 13th.

Mr. Loïc-Arnaud Plouffe, a freshman at the University of Sudbury in Law and Justice, joined the team earlier this month. Mr. Plouffe is in his third summer with the team. In 2018, he graduated from Collège Boréal in Police Foundation.

Work-in-progress

Nothing special.

Professional development

The Clerk and the Chief Building Official attended three Webinars provided by Accessibility Ontario on the Laws and Responsibilities under this Act. These Webinars were interesting because they refreshed our memory.

Officer Sylvain Lemay, along with Ms. Nicole Trudeau, attended a meeting organized by the Eastern Ontario Health Unit in Casselman on cannabis, cigarettes and vaping.

Officer Steve Loiselle completed Part 1 of the Property Standards Training Course in Sudbury from May 27 to May 31.

Upcoming activities and projects

As the teams are finally complete, we will begin reviewing several regulations that require revision. We will study both Services as a whole to ensure their effectiveness.

Capital projects update

None.

Monthly statistics

See attachment.

Submitted by Christine Groulx, Clerk

Approved by Daniel Gatien, Chief Administrative Officer