

STAFF COMMUNICATION WITH COUNCIL

Clerk Administrator Presentation October 12, 2016

STAFF REPORTS

- ▶ Format
- ▶ Who uses them
- ▶ When and why they're used

SUNDRIDGE
CORPORATION OF THE VILLAGE OF SUNDRIDGE

Corporation of the Village of Sundridge
Rectangular Sign

Report Number: S2016-00
Date:
To: Council
From:
Report Title: |

RECOMMENDATION
BACKGROUND
ANALYSIS
OPTIONS/ALTERNATIVES

MEMOS

Corporation of the Village of
SUNDRIDGE
ESTABLISHED 1899

Sectoral Group

MEMO TO: |

FROM: Council

C.C.:

DATE:

SUBJECT: _____

- ▶ Format
- ▶ Who uses them
- ▶ When and why they're used

DEPUTATIONS

- ▶ Effectiveness
- ▶ Visual Aids
 - Accessibility
 - Font size, colour, sound
 - Audience
 - Standards



WORK ORDERS

- ▶ Format
- ▶ Who uses them
- ▶ When and why they're used

SUNDRIDE
CORPORATION OF INDEPENDENT
REGULATED UTILITIES

WORK ORDER/REQUEST FOR INVESTIGATION
PUBLIC WORKS DEPARTMENT

Date of Request: _____ Requested By: _____

Requester's Contact Information: _____
Phone: _____ (primary) _____ (cell) _____ (other)

Location of the Problem: _____

General Nature of Request: _____

FOLLOW UP LIST

- ▶ Format
- ▶ Who uses it
- ▶ When it's used

Updated October 4, 2016

Staff Follow Up and Report to Council 2016					
COUNCIL DATE	ITEM	RESOLUTION NUMBER	ASSIGNED TO	STATUS *Assigned *In Progress *Complete	DATE EXPECTED TO RETURN TO COUNCIL
10-Aug-16	Investigate options for re-use of the existing welcome sign at the South end of the Village and report back to Council	N/A	Village Superintendent	Complete	N/A
10-Aug-16	Request additional enforcement for smoking and unleashed dogs in parks and provide update on September 14, 2016	N/A	By Law Enforcement Officer	Complete	N/A
10-Aug-16	Explore funding opportunities and seek to maximize projects within the Village that would qualify for funding.	N/A	Clerk Administrator	In Progress	12-Oct-16
14-Sep-16	Explore opportunity for mediation with complainant re: property standards Order on 164 Main Street	N/A	By Law Enforcement Officer	Assigned	28-Oct-16
28-Sep-16	That the deputation by Charles Croll, Director, Eastern Resolution	N/A	Clerk Administrator	Assigned	12-Oct-16

Discussion

