MINUTES

DATE: Wednesday, December 17, 2014
TIME: 7:00 P.M.

The December 17, 2014 Regular Council Meeting was held on the above date and called to order at 7:00 p.m. in the Council Chambers, Aberfoyle.

1. **ATTENDANCE:**

Mayor Dennis Lever
Councillor Matthew Bulmer
Councillor Susan Fielding
Councillor Ken Roth
Councillor Wayne Stokley

STAFF IN ATTENDANCE:

1. Donna Tremblay, Deputy Clerk
2. Karen Landry, CAO/Clerk
3. Mary Hasan, Director of Finance/Treasurer
4. Don Creed, Director of Public Works and Parks

OTHERS IN ATTENDANCE

1. Doug Smith
2. Kevin Johnson
3. Don McKay
4. Karen Mayfield
5. Laurie Maier
6. Kathy White
7. Cameron Tuck

2. **DISCLOSURE OF PECUNIARY INTEREST & THE GENERAL NATURE THEREOF:**

None.

3. **ADOPTION OF THE MINUTES:**

Resolution No. 2014-410: Moved by Councillor Stokley and Seconded by Councillor Fielding

That the minutes of the following meetings be adopted as written and distributed:

- Council Meeting – December 3, 2014

CARRIED

4. **BUSINESS ARISING OUT OF THE MINUTES:**

None.

5. **PUBLIC MEETINGS:**

None.

6. **COMMUNICATIONS:**

1. **University of Guelph - Mill Creek Pit – Licence No. 5738**
Lots 21-24, Conc. 2

(a) Correspondence from Dufferin Aggregates regarding September, 2014 monthly monitoring report – Mill Creek Pit, Licence #5738 dated October 10, 2014.

(b) Correspondence from Dufferin Aggregates regarding October, 2014 monthly monitoring report – Mill Creek Pit, Licence #5738 dated November 13, 2014.

Mr. Stan Denhoed, Harden Environmental Services Ltd., has advised that he has reviewed the monthly monitoring report and that the data shows that there have not been any exceedences and he does not have any concerns at this point.

2. **Request to Waive Fees**

(a) Correspondence from The Optimist Club of Puslinch Inc. regarding request for use of facilities and to waive fees for the 2015 Family Day weekend dated December 3, 2014.

Councillor Bulmer questioned staff as to whether the Township has marketing materials for the Optimist Recreation Centre.

Karen Landry, CAO/Clerk advised that the Township has not developed any marketing materials for the Recreation Centre and will request staff to develop promotional material for the future.

Resolution No. 2014-411: Moved by Councillor Fielding and Seconded by Councillor Stokley

That Council receive the correspondence from the Optimist Club of Puslinch Inc. regarding the request for use of the facilities and to waive fees for the 2015 Family Day weekend (February 14, 15, 16, 2015) dated December 3, 2014; and

That Council authorize the following:

- the use of the rink pad and community centre on Saturday, February 14th and Sunday, February 15, 2015; and

- the use of the rink pad, gymnasium, community center, ball diamond and community centre parklands on Monday, February 16, 2015.

That the Optimist Club provide insurance in the amount of 5 million naming the Township as an additional insured; and

That the Optimist Club assume the costs for the part-time staff on Saturday, February 14th and Sunday, February 15th and bartenders;

That Council waive the fees associated with the rental of the rink pad at the cost of $3,853.30 inclusive of HST for Saturday, February 14th and Sunday, February 15th, 2015; and

That Council waive the fees associated with the rental of the rink pad, gymnasium, community centre, ball diamond and parklands at a cost of $2,238.53 inclusive of HST for Monday, February 16, 2015; and

That staff advise the Puslinch Optimist Club that the fees have been waived.

CARRIED

3. **Puslinch Quality Aggregates Pit Licence #17600 (formerly Mast Pit)**
   4313 Sideroad 25 South

   (a) Correspondence from Aercoustics Engineering Limited regarding Acoustical Audit 2014 dated November 11, 2014.

   (b) Correspondence from Groundwater Science Corp. regarding Puslinch Pit – Licence No. 17600 August, 2014 monthly monitoring report dated September 11, 2014.

   (c) Correspondence from Groundwater Science Corp. regarding Puslinch Pit – Licence No. 17600 September, 2014 monthly monitoring report dated October 7, 2014.

   (d) Correspondence from Groundwater Science Corp. regarding Puslinch Pit – Licence No. 17600 October 2014 monthly monitoring report dated November 10, 2014.

   Mr. Stan Denhoed, Harden Environmental Services Ltd., has advised that he has reviewed the monthly monitoring reports and that there are no immediate concerns. He will review the annual reports once received to determine if there are any long term trends in the data.

4. **Niska Road Bridge**

   (a) Correspondence from Raymond Reid regarding City of Guelph Proposal for Bridge Replacement on Niska Road dated December 2, 2014.

   Councillor Bulmer questioned staff as to whether the Township's consultants would be reviewing the Environmental Assessment and requested that staff forward on the materials to the Township's consultants GM Blueplan to review and provide comments on the Township's behalf.

5. **Request to Waive Fees**

   (a) Correspondence from Aberfoyle School regarding reduction of fees for Aberfoyle Student skating at Optimist Recreation Centre dated December 10, 2014.

   Resolution No. 2014-412: Moved by Councillor Stokley and Seconded by Councillor Fielding

   That Council receive the correspondence from Aberfoyle School regarding reduction of fees for Aberfoyle Student skating at the Optimist Recreation Centre dated December 10, 2014; and

   That Council approves the requested rental rate reduction from $78.00 per hour to $40.00 per hour per rental for the 2015 ice season; and

   That Staff advise the Aberfoyle School of the fee reduction and prepare a Township Ice Rental Contract.

   CARRIED

6. **Intergovernmental Affairs**

   (a) Various correspondence for review.

IG Item #2 –Correspondence from Minister Responsible for Seniors Affairs - Councillor Stokley requested that a copy of this information be provided to Karen Harding, Parish Nurse, at Duff's Church.

IG#7 – Ministry of the Environment and Climate Change – Source Water Protection - Councillor Fielding raised concerns that a full copy of the information received had not been circulated in the council package and requested that staff review the information provided.

IG#8 – Notice of Completion for the Region of Waterloo Water Supply Master Plan Update – Karen Landry CAO/Clerk advised members of Council that a representative from the Region of Waterloo would be attending the January 7, 2015, meeting to provide council with information with respect to the plan.

Resolution No. 2014-413: Moved by Councillor Fielding and Seconded by Councillor Stokley

That the correspondence items listed on the Council agenda from the December 17, 2014 Council meeting be received.

CARRIED

7. **DELEGATIONS/PRESENTATIONS**

Ms. Karen Mayfield, President, eSolutions Group and Ms. Laurie Maier, Project Coordinator regarding demonstration of Township of Puslinch new website.

Ms. Mayfield made a presentation to members of Council which included a preview of the site, the website's ease of use, important features including, Council Calendar, News & Notices and Staff Directory. Ms. Mayfield advised that all of the content contained on the website had been rewritten and has been formatted for accessibility and thanked staff for their many hours on development of the website.

Resolution No. 2014-414: Moved by Councillor Roth and Seconded by Councillor Bulmer

That Council receive the presentation from Ms. Karen Mayfield, President, eSolutions Group and Ms. Laurie Maier, Project Coordinator regarding a demonstration of the Township of Puslinch's new website.

CARRIED

8. **REPORTS:**

1. **Puslinch Fire and Rescue Services**

(a) Puslinch Fire and Rescue Services Response Report for October, 2014.

Resolution No. 2014-415: Moved by Councillor Bulmer and Seconded by Councillor Roth

That Council receive the Puslinch Fire and Rescue Services Response report for November, 2014.

CARRIED

2. **Finance Department**

(a) Financial Report as of November 30, 2014
(b) Cheque Register –November 1, 2014 to November 30, 2014
(c) Financial Report By Department –November 30, 2014
(d) Total Expenditures by Account – November 30, 2014
(e) Total Revenues, Contributions from Working Reserves and Expenditures – All Departments – November 30, 2014

Resolution No. 2014-416: Moved by Councillor Roth and Seconded by Councillor Bulmer

That Council hereby receives the following reports as information:

(a) Financial Report as of November 30, 2014
(b) Cheque Register – November 1, 2014 to November 30, 2014
(c) Financial Report By Department – November 30, 2014
(d) Total Expenditures by Account – November 30, 2014
(e) Total Revenues, Contributions from Working Reserves and Expenditures – All Departments – November 30, 2014

CARRIED

(f) Report FIN-2014-033 - Ontario Community Infrastructure Fund – Formula-Based Component – Execution of Contribution Agreement

Resolution No. 2014-417: Moved by Councillor Roth and Seconded by Councillor Bulmer

That Report FIN-2014-033 regarding Ontario Community Infrastructure Fund – Formula-Based Component – Execution of Contribution Agreement be received; and

That Council enact a By-law authorizing the entering into an Agreement with Her Majesty the Queen in Right of Ontario as represented by the Minister of Agriculture, Food and Rural Affairs in order to participate in the Ontario Community Infrastructure Fund – Formula-Based Component as outlined in Schedule A to Report FIN-2014-033.

CARRIED

3. **Administration Department**

(a) Report ADM-2014-025 – Appointment of Closed Meeting Investigator

Karen Landry, CAO/Clerk provided Council with clarification regarding the funding of the closed meeting investigator contained in the report. Ms. Landry advised that the Township will not be providing an annual retainer fee of $300.00, and that the County will be providing the annual retainer fee. However, each municipality will be responsible for their own costs should an investigation be requested.

Resolution No. 2014-418: Moved by Councillor Stokley and Seconded by Councillor Fielding

That Report ADM-2014-025 regarding Appointment of Closed Meeting Investigator be received; and

That Council pass a By-law to appoint John Maddox of JGM Consulting as its Closed Meeting Investigator from January 1, 2015 to December 31, 2017; and

That Council authorize retaining the services of John Maddox of JGM Consulting (JGM) through an agreement entered into between JGM and the Corporation of the County of Wellington.

CARRIED

(b) Report ADM-2014-024 – Committee Governance Review

Karen Landry, CAO Clerk, advised Council that both reports ADM-2014-024 and report ADM-2014-028 have been provided to Council in order to give them sufficient time to review the reports.

Ms. Landry also advised that this will provide the Public with sufficient time to review the reports and make delegation requests.

This report was provided as information only and is scheduled to be considered by Council at its January 21, 2015 meeting.

(c) Report ADM-2014-028 – Committee Governance Review – Committee of Adjustment and Planning Advisory Committee

***note see information contained under Item 8.3(b)**

This report was provided as information only and is scheduled to be considered by Council at its January 21, 2015 meeting.

4. **Planning and Building Department**

(a) Chief Building Official Report - November, 2014.

Resolution No. 2014-419: Moved by Councillor Fielding and Seconded by Councillor Stokley

That Council receive the Chief Building Official Report for November, 2014.

CARRIED

5. **Roads & Parks Department**

None.

6. **Recreation Department**

None.

9. **NOTICE OF MOTION:**

(a) Councillor Stokley – Updated Noise Study at Optimist Recreation Centre

Resolution No. 2014-420: Moved by Councillor Stokley and Seconded by Councillor Bulmer

WHEREAS on January 17, 2014 Council received correspondence from Gambsy and Mannerow regarding sound levels assessment at the Puslinch Optimist Recreation

Centre (ORC) to investigate the transmission of sound from the ORC to the neighbouring properties fronting along Maple Leaf Lane;

AND WHEREAS on March 13, 2014 Council received correspondence from Gambsy and Mannerow regarding sound levels assessment at the Puslinch Optimist Recreation Centre (ORC) to assess the sound levels originating from the ice rink compressor at the ORC to assess and determine whether the new ice rink compressor is contributing to a level of sound that is below the previous compressor;

AND WHEREAS the results determined that the new ice rink compressor is operating at a lower sound level than the original compressor as measured on December 30, 2013 and that the new compressor's measured averaged sound level readings are below the MOE guideline for a "Class 2 area";

AND WHEREAS the March 5, 2014 sound level measurement with the active ice rink compressor (with outliers removed) is only marginally higher than the background sound level measurement and is not considered to contribute a significant amount to the background sound levels;

AND WHEREAS a concern has been recently expressed with the sound levels of the ice rink compressor;

NOW THEREFORE Council requests that staff obtain an estimate for the purpose of conducting an additional detailed sound level assessment to compare against the results obtained in March 2014 and to report back to Council in January, 2015.

CARRIED

10. COMMITTEE MINUTES

(a) Planning Advisory Committee – November 3, 2014

Resolution No. 2014-421: Moved by Councillor Fielding and Seconded by Councillor Stokley

That Council hereby receives the following minutes as information:

(a) Planning Advisory Committee – November 3, 2014

CARRIED

11. MUNICIPAL ANNOUNCEMENTS

Holiday Wishes

Councillor Stokley wished all those in attendance the best of the holiday season.

GTA West Corridor Meeting

Mayor Lever advised that he recently attended a GTA West Corridor meeting and was advised that there has been no research on lands for the corridor in the County of Wellington and that concentration has been on lands contained in Milton.

Dedication of Mitten Bay

Mayor Lever advised that along with Councillor Stokley they recently attended the dedication of Mitten Bay.

County of Wellington - Warden's Inaugural

Mayor Lever advised that he along with members of township staff, Councillor Bulmer, Councillor Fielding and Councillor Roth attended the County of Wellington Inaugural on Friday, December 12, 2015.

Christmas Card - Upper Grand District School Board

Mayor Lever advised those in attendance that he recently received a Christmas Card from the Upper Grand District School Board and upon review of the card he noted that the card featured artwork by Charlotte Berry, a Grade 4 student at Aberfoyle Public School.

12. **CLOSED MEETING:**

Council was in closed session from 7:05 p.m. to 7:19 p.m.

(a) Confidential Report from Donna Tremblay, Deputy Clerk, regarding personal matters about an identifiable individual including municipal or local board employees - Appointment of Individuals to the Various Committees and Boards.

Resolution 2014-422: Moved by Councillor Stokley and Seconded by Councillor Roth

That Council shall go into closed session under Section 239 of the Municipal Act for the purpose of:

(a) Confidential Report from Donna Tremblay, Deputy Clerk, regarding personal matters about an identifiable individual including municipal or local board employees - Appointment of Individuals to the Various Committees and Boards.

CARRIED

Resolution No. 2014-423: Moved by Councillor Stokley and Seconded by Councillor Fielding

That Council move into open session.

CARRIED

Council recessed from 7:19 p.m. to 7:30 p.m.

13. **BY-LAWS**:

(a) A by-law to appoint BDO Canada LLP as the Auditor for the Corporation of the Township of Puslinch

(b) A by-law to permit the Municipality to impose fees or charges with respect to services or activities provided, related costs payable, and for the use of its property.

(c) A by-law to authorize the entering into of an Agreement with Her Majesty the Queen in Right of Ontario as represented by the Minister of Agriculture, Food and Rural Affairs in order to participate in the Ontario Community Infrastructure Fund – Formula Based Component.

Resolution No. 2014-424: Moved by Councillor Bulmer and
Seconded by Councillor Roth

That the following By-laws be taken as read three times and finally passed in open Council:

- By-law **75/14** to appoint BDO Canada LLP as the Auditor for the Corporation of the Township of Puslinch
- By-law **76/14** to permit the Municipality to impose fees or charges with respect to services or activities provided, related costs payable, and for the use of its property.
- By-law **77/14** to authorize the entering into of an Agreement with Her Majesty the Queen in Right of Ontario as represented by the Minister of Agriculture, Food and Rural Affairs in order to participate in the Ontario Community Infrastructure Fund – Formula Based Component.

CARRIED

14. **CONFIRMING BY-LAW**

(a) By-Law to confirm the proceedings of Council for the Corporation of the Township of Puslinch

Resolution 2014-425: Moved by Councillor Roth and
Seconded by Councillor Bulmer

That the following By-law be taken as read three times and finally passed in open Council:

- By-Law **78/14** being a by-law to confirm the proceedings of Council for the Corporation of the Township of Puslinch at its meeting held on the 17th day of December, 2014.

CARRIED

15. **ADJOURNMENT:**

Resolution No. 2014-426: Moved by Councillor Bulmer and
Seconded by Councillor Roth

That Council hereby adjourns at 8:43 p.m.

CARRIED

Dennis Lever, Mayor

Karen Landry, CAO/Clerk

MINUTES

DATE: Wednesday, December 17, 2014
TIME: 7:00 P.M.

The December 17, 2014 Regular Council Meeting was held on the above date and called to order at 7:00 p.m. in the Council Chambers, Aberfoyle.

1. **ATTENDANCE:**

Mayor Dennis Lever
Councillor Matthew Bulmer
Councillor Susan Fielding
Councillor Ken Roth
Councillor Wayne Stokley

STAFF IN ATTENDANCE:

1. Donna Tremblay, Deputy Clerk
2. Karen Landry, CAO/Clerk
3. Mary Hasan, Director of Finance/Treasurer
4. Don Creed, Director of Public Works and Parks

OTHERS IN ATTENDANCE

1. Doug Smith
2. Kevin Johnson
3. Don McKay
4. Karen Mayfield
5. Laurie Maier
6. Kathy White
7. Cameron Tuck

2. **DISCLOSURE OF PECUNIARY INTEREST & THE GENERAL NATURE THEREOF:**

None.

3. **ADOPTION OF THE MINUTES:**

Resolution No. 2014-410: Moved by Councillor Stokley and Seconded by Councillor Fielding

That the minutes of the following meetings be adopted as written and distributed:

- Council Meeting – December 3, 2014

CARRIED

4. **BUSINESS ARISING OUT OF THE MINUTES:**

None.

5. **PUBLIC MEETINGS:**

None.

CARRIED

3. **Puslinch Quality Aggregates Pit Licence #17600 (formerly Mast Pit)**
   4313 Sideroad 25 South

   (a) Correspondence from Aercoustics Engineering Limited regarding Acoustical Audit 2014 dated November 11, 2014.

   (b) Correspondence from Groundwater Science Corp. regarding Puslinch Pit – Licence No. 17600 August, 2014 monthly monitoring report dated September 11, 2014.

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   (d) Correspondence from Groundwater Science Corp. regarding Puslinch Pit – Licence No. 17600 October 2014 monthly monitoring report dated November 10, 2014.

   Mr. Stan Denhoed, Harden Environmental Services Ltd., has advised that he has reviewed the monthly monitoring reports and that there are no immediate concerns. He will review the annual reports once received to determine if there are any long term trends in the data.

4. **Niska Road Bridge**

   (a) Correspondence from Raymond Reid regarding City of Guelph Proposal for Bridge Replacement on Niska Road dated December 2, 2014.

   Councillor Bulmer questioned staff as to whether the Township's consultants would be reviewing the Environmental Assessment and requested that staff forward on the materials to the Township's consultants GM Blueplan to review and provide comments on the Township's behalf.

5. **Request to Waive Fees**

   (a) Correspondence from Aberfoyle School regarding reduction of fees for Aberfoyle Student skating at Optimist Recreation Centre dated December 10, 2014.

   Resolution No. 2014-412: Moved by Councillor Stokley and Seconded by Councillor Fielding

   That Council receive the correspondence from Aberfoyle School regarding reduction of fees for Aberfoyle Student skating at the Optimist Recreation Centre dated December 10, 2014; and

   That Council approves the requested rental rate reduction from $78.00 per hour to $40.00 per hour per rental for the 2015 ice season; and

   That Staff advise the Aberfoyle School of the fee reduction and prepare a Township Ice Rental Contract.

   CARRIED

6. **Intergovernmental Affairs**

   (a) Various correspondence for review.

2. **Finance Department**

(a) Financial Report as of November 30, 2014
(b) Cheque Register –November 1, 2014 to November 30, 2014
(c) Financial Report By Department –November 30, 2014
(d) Total Expenditures by Account – November 30, 2014
(e) Total Revenues, Contributions from Working Reserves and Expenditures – All Departments – November 30, 2014

Resolution No. 2014-416: Moved by Councillor Roth and Seconded by Councillor Bulmer

That Council hereby receives the following reports as information:

(a) Financial Report as of November 30, 2014
(b) Cheque Register – November 1, 2014 to November 30, 2014
(c) Financial Report By Department – November 30, 2014
(d) Total Expenditures by Account – November 30, 2014
(e) Total Revenues, Contributions from Working Reserves and Expenditures – All Departments – November 30, 2014

CARRIED

(f) Report FIN-2014-033 - Ontario Community Infrastructure Fund – Formula-Based Component – Execution of Contribution Agreement

Resolution No. 2014-417: Moved by Councillor Roth and Seconded by Councillor Bulmer

That Report FIN-2014-033 regarding Ontario Community Infrastructure Fund – Formula-Based Component – Execution of Contribution Agreement be received; and

That Council enact a By-law authorizing the entering into an Agreement with Her Majesty the Queen in Right of Ontario as represented by the Minister of Agriculture, Food and Rural Affairs in order to participate in the Ontario Community Infrastructure Fund – Formula-Based Component as outlined in Schedule A to Report FIN-2014-033.

CARRIED

3. **Administration Department**

(a) Report ADM-2014-025 – Appointment of Closed Meeting Investigator

Karen Landry, CAO/Clerk provided Council with clarification regarding the funding of the closed meeting investigator contained in the report. Ms. Landry advised that the Township will not be providing an annual retainer fee of $300.00, and that the County will be providing the annual retainer fee. However, each municipality will be responsible for their own costs should an investigation be requested.

Resolution No. 2014-418: Moved by Councillor Stokley and Seconded by Councillor Fielding

That Report ADM-2014-025 regarding Appointment of Closed Meeting Investigator be received; and

That Council pass a By-law to appoint John Maddox of JGM Consulting as its Closed Meeting Investigator from January 1, 2015 to December 31, 2017; and

Centre (ORC) to investigate the transmission of sound from the ORC to the neighbouring properties fronting along Maple Leaf Lane;

AND WHEREAS on March 13, 2014 Council received correspondence from Gambsy and Mannerow regarding sound levels assessment at the Puslinch Optimist Recreation Centre (ORC) to assess the sound levels originating from the ice rink compressor at the ORC to assess and determine whether the new ice rink compressor is contributing to a level of sound that is below the previous compressor;

AND WHEREAS the results determined that the new ice rink compressor is operating at a lower sound level than the original compressor as measured on December 30, 2013 and that the new compressor's measured averaged sound level readings are below the MOE guideline for a "Class 2 area";

AND WHEREAS the March 5, 2014 sound level measurement with the active ice rink compressor (with outliers removed) is only marginally higher than the background sound level measurement and is not considered to contribute a significant amount to the background sound levels;

AND WHEREAS a concern has been recently expressed with the sound levels of the ice rink compressor;

NOW THEREFORE Council requests that staff obtain an estimate for the purpose of conducting an additional detailed sound level assessment to compare against the results obtained in March 2014 and to report back to Council in January, 2015.

CARRIED

10. COMMITTEE MINUTES

(a) Planning Advisory Committee – November 3, 2014

Resolution No. 2014-421: Moved by Councillor Fielding and Seconded by Councillor Stokley

That Council hereby receives the following minutes as information:

(a) Planning Advisory Committee – November 3, 2014

CARRIED

11. MUNICIPAL ANNOUNCEMENTS

Holiday Wishes

Councillor Stokley wished all those in attendance the best of the holiday season.

GTA West Corridor Meeting

Mayor Lever advised that he recently attended a GTA West Corridor meeting and was advised that there has been no research on lands for the corridor in the County of Wellington and that concentration has been on lands contained in Milton.

Resolution No. 2014-424: Moved by Councillor Bulmer and
Seconded by Councillor Roth

That the following By-laws be taken as read three times and finally passed in open Council:

- By-law **75/14** to appoint BDO Canada LLP as the Auditor for the Corporation of the Township of Puslinch
- By-law **76/14** to permit the Municipality to impose fees or charges with respect to services or activities provided, related costs payable, and for the use of its property.
- By-law **77/14** to authorize the entering into of an Agreement with Her Majesty the Queen in Right of Ontario as represented by the Minister of Agriculture, Food and Rural Affairs in order to participate in the Ontario Community Infrastructure Fund – Formula Based Component.

CARRIED

14. **CONFIRMING BY-LAW**

(a) By-Law to confirm the proceedings of Council for the Corporation of the Township of Puslinch

Resolution 2014-425: Moved by Councillor Roth and
Seconded by Councillor Bulmer

That the following By-law be taken as read three times and finally passed in open Council:

- By-Law **78/14** being a by-law to confirm the proceedings of Council for the Corporation of the Township of Puslinch at its meeting held on the 17th day of December, 2014.

CARRIED

15. **ADJOURNMENT:**

Resolution No. 2014-426: Moved by Councillor Bulmer and
Seconded by Councillor Roth

That Council hereby adjourns at 8:43 p.m.

CARRIED

Dennis Lever, Mayor

Karen Landry, CAO/Clerk