



**From:** Sara Almas  
**Sent:** Monday, December 05, 2011 2:06 PM  
**To:** Sandra Cooper; Kim Wingrove; 'Leo Longo'  
**Subject:** December 5 - Closed Meeting - Notes  
**Sensitivity:** Confidential

Confidential –

Good afternoon Mayor Cooper, CAO Wingrove and Mr. Longo,

Please accept this email as my delegation of authority as Clerk for the purposes of recording a portion of an in-camera meeting, scheduled for December 5, 2011 with respect to a personal matter pertaining to the CAO Performance Evaluation Process, to Municipal Solicitor Mr. Leo Longo. This delegation is in accordance with the *Municipal Act, 2001*, Subsection 228(4) which permits the clerk to “delegate in writing to any person, other than a member of council, any of the clerk’s powers and duties under this and any other Act.”

I trust the following to be satisfactory and appropriate, in this matter.

Regards,  
Sara

**Sara J. Almas**, *CMMH* Clerk  
Corporation of the Town of Collingwood  
97 Hurontario Street, PO Box 157  
Collingwood, ON L9Y 3Z5

Phone: 705-445-1030 ext. 3225  
Fax: 705-445-2448  
Email: [salmas@collingwood.ca](mailto:salmas@collingwood.ca)