

Clerk's Department:

Legislative Services:

- 2022 was a busy year for legislative services, there were:
 - o 17 Council Meetings
 - o 9 Special Council Meetings
 - o 4 Committee of the Whole Meetings
 - o 3 HR Committee Meetings
 - o 9 Planning Committee/ Committee of Adjustment Meetings
 - o 365 Council Resolution
 - o 61 By-laws passed
- In 2022, we received 3 formal complaints which have all been resolved; one was regarding services received from staff, one was regarding a perceived lack of information regarding a development and the final was regarding snow removal operations.
- In 2022, we received 5 FOI (Freedom of Information) requests, 4 have been processed and completed and the last one is in progress as it was received just prior to the holiday break.
- Annual Reporting regarding FOIs has been submitted to the IPC (Information and Privacy Commissioner)
- So far in 2023, there have been 2 Council Meetings, 1 Special Meeting and 1 Planning Committee/Committee of Adjustment Meeting.
- In January 2023, the department received 1 new FOI request, and 3 complaints all regarding waste collection which have all be addressed as per the Township's Complaint Policy.
- Moved from Virtual Meetings to Hybrid Meetings which continues to allow the public to watch the meetings either in real-time or via recordings on the Township's YouTube channel. This model has also allowed for flexibility to continue meetings when significant weather events have taken place.

2022 Municipal Election:

- The 2022 municipal election was completed without appeals, complaints or investigations and was under budget.
- New Council has completed a thorough Council Orientation program that was organized by staff and in conjunction with neighbouring municipalities for cost savings and to allow for networking with colleagues across the County.
- All election reporting and post election tasks have been completed based on the timelines and requirements set out in the *Education Act*, *Municipal Elections Act*, and the *Municipal Act*.
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- A report from Simply Voting, (the digital election provider) is attached for information.
- Processing of Financial Statements from Candidates and authorizing refunds on Nomination fees. The deadline to submit Financial Statements is March 31st, 2023.

General Department Actions:

- The Department has been successful in recruiting a public policy field placement student from Trent University's Department of Political Studies. This student is working one day a week from the office from January 2023 until April 2023 and is focused on assisting with the overhaul of the Township's Policy Manual as recommended in the Service Delivery Review.
- Responded to a number of inquiries and requests from the public and various stakeholders.
- Prepared various reports to Council and Committees and all associated By-laws.
- Working with staff to record and/or cleanse batches of files as per the Township Retention By-law. This is an ongoing task and an amendment to the Township's Retention By-law will be coming in front of Council in 2023.
- Staff are sitting on a new County-wide Diversity, Equity and Inclusion Committee headed by the County of Peterborough.
- Assisted with the transfer of the Ontario Wildlife Damage Compensation Program to the Building/By-law Department, which will result in a higher level of service for less cost as contract fees and mileage costs will be reduced.
- Support the Planning Department with the execution of various agreements and legal requirements for Planning Act Applications on an as needed basis.
- Review and updates on the website are completed on an as needed basis with administrative staff from each department completing their own updates with final sign-off from senior staff.
- Working with the Finance Department on the implementation of Bids and Tenders which will streamline the procurement process and reduce the amount of time spent on administering RFPs, RFQs, and tenders.
- Township Office and Library have joined the Peterborough County Hubs program for 2023 (<https://www.peterborough.ca/en/city-services/peterborough-county-hubs.aspx>). This program provides free office and meeting space to various social service and support agencies across the County so that they can meet with clients in their home community instead of the client travelling to the City of Peterborough to access service.

Report Approval Details

Document Title:	Clerk's Department Report - November 2022 - January 2023.docx
Attachments:	
Final Approval Date:	Feb 7, 2023

This report and all of its attachments were approved and signed as outlined below:

No Signature - Task assigned to Elana Arthurs was completed by workflow administrator Martina Chait-Hartwig

Elana Arthurs

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