

## Clerk's Department

### Legislative Services:

- To date there have been:
  - o 6 Regular Council Meetings
  - o 4 Special Council Meeting
  - o 2 Committee of Adjustment Meetings
  - o 1 Committee of the Whole Meeting
  - o 1 Planning Committee Meeting
- The Township has received two FOI requests so far. One has been completed and another is in progress.
- The Township has received 8 complaints under our new complaint process in 2023. All have been processed per the Policy and the files are closed. They included 3 complaints regarding waste collection, 2 regarding animal control and 3 regarding roadway concerns.
- Introduced a new Routine Disclosure Policy to allow for fewer barriers in regard to requests for information and to allow for more information to be posted on the Township Website.
- Began recruitment for new Township Events Committee, deadline to apply is April 24, 2023.
- 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 update to the Township's Retention By-law will be coming in front of Council in summer 2023.

### 2022 Municipal Election:

- The 2022 municipal election was completed without appeals, complaints or investigations and was under budget.
- All election reporting and post-election tasks are being completed based on the timelines and requirements set out in the *Education Act*, *Municipal Elections Act*, and the *Municipal Act*.
- The deadline to submit Financial Statements is March 31<sup>st</sup>, 2023. All were received prior to the deadline and the last of the nomination fee reimbursements have been authorized and are to be processed.

### General Department Projects:

- The Department was successful in recruiting a public policy field placement student from Trent University's Department of Political Studies. William Wood joined the team in January 2023 and recently completed his term with the Township. During that time, he was able to attend two Council meetings including presenting a report to Council. He focused on the overhaul of the Township's Policy Manual starting with

- the creation of a new Policy Index as recommended in the Service Delivery Review and brought forward a new policy regarding Ice Plant Safety for Council's endorsement on April 4<sup>th</sup>, 2023. The Township was very pleased with the internship program and will be pursuing more opportunities to welcome interns and co-op students.
- 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.
- Staff are sitting on a new County-wide Diversity, Equity and Inclusion Committee headed by the County of Peterborough.
- 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.
- Worked with the Manager of Parks and Recreation to secure and receive Council approval on a new food truck lease agreement at the Douro Community Centre.
- Attended a meeting with CAO and Planner with ORCA regarding the transition process due to Bill 23 changes (March 9, 2023).
- Participated in Aird & Berlis Webinars – Analyzing the Legislative Changes of Bill 23 – Ontario Heritage Act, Site Plan, and Parkland Appeals.
- Cloudpermit Planning Module
  - o Planning and Legislative Services Staff participated in a virtual meeting with Anthony Steele from Cloudpermit to review the Planning module focussing on the submission of a minor variance application from a user perspective. The review included requiring/scheduling pre-consultation, the requirement for authorizations and declarations as part of a complete application and provided login credentials to experiment in a Cloudpermit training environment (March 7, 2023).
- Bids and Tenders
  - o This system will move the RFP and Tender process online. This will allow our RFPs and tenders to be found by a larger audience, reduces the manual processes/paper required, improves the audit trail of the process and will make evaluating the submissions more accessible for the evaluation team.
    - As part of this project the Procurement Policy is being reviewed, it is expected that a proposed draft will be brought forward to Council in May.
    - The Clerk and the Treasurer are working on this project jointly and have made significant progress over the past month. Expected go-live date is June 2023.

- Township Land for Lease
  - A tender has been posted for pasture and agricultural lands for lease. This will close on April 21<sup>st</sup>, 2023.
  - A tender for the lease of drowned land at Crowes Land will be posted by the time this report is presented with the aim of having the lease agreement come before Council prior to the May 2023 long weekend.

**Report Approval Details**

Document Title:	February and March 2023 .docx
Attachments:	
Final Approval Date:	Apr 5, 2023

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

Elana Arthurs