

## Clerk's Department Report – January to February 2024

### Legislative Services:

For the year to date, there were:

- 5 Regular Council Meetings
- 1 Committee of Adjustment Meeting
- 3 Special Council Meetings
- 1 Police Services Board Meeting
- 2 Committee of the Whole Meetings

For the year of 2024 so far:

- Public Inquiries and Requests: The department has been actively responding to various inquiries and requests from the public and stakeholders.
- Prepared agendas and minutes for a variety of Council and Committee meetings.
- Lottery Licenses: The department is in the process of issuing a lottery licence under the new Lottery Licence By-law. Notice of the Licence will be provided once issued as per the By-law.
- Records Management: The new Records Retention By-law was recently approved. Work is underway for the creation of new policies and procedures to implement the new By-law and Schedule. Staff are currently investigating records management software and options to digitize paper records.
- Planning Department Support: Support to the Planning Department with the execution of various agreements and legal requirements for Planning Act Applications on an as-needed basis.
- Annual reporting to the Information and Privacy Commissioner has been completed. There have been seven FOI submitted this year, six have been closed and one is in progress.
- There have been four complaints received via the Township's Complaint Policy, three have been closed and one is being addressed as a property standards complaint.

- Police Services Board: Mayor Watson remains the Council appointee for the Board. The Board has joined the Ontario Association of Police Services Boards (OAPSB) Zone 3. I attended the recent Zone 3 meeting held in Newmarket Ontario.

General Department Projects and Training:

- Completed the transition of CAO files from Elana to myself along with updates on current issues.
- The recruitment process for the CAO position has begun. Advertisements for the position have been posted by Patrick Rowan of Feldman Daxon Partners Inc. All correspondence with potential candidates is conducted via his office.
- Placement Student Program: Eva Baldi was our Winter 2023-2024 Student Intern from Trent University. Her time was mainly focused on assisting the Clerk's Department with an update to the Township's Line Fences Act By-law and processes. She has completed her time with us and has presented a new Line Fences Program to Council including a report, new By-laws, a new Policy and Procedure and a public education document.
- The Clerk's Department has submitted the nominations gathered from Council, staff and residents for the Peterborough County Awards. The awards will be hosted in May at the Douro Community Centre and the staff are actively working with the County on the organization of the event.
- The Township's Draft Strategic Plan was presented to Council. Council requested that the draft Plan be brought back to the Committee of the Whole for discussion and that the public survey remain active until April 3, 2024. The Clerk's Department is providing support and logistics for the project and has participated in various meetings.
- Participated with Elana in a meeting regarding the Fire Master Plan.
- Completed performance reviews for staff in the department.
- Prepared various reports to Council and Committees and associated Policies and By-laws.
- Support By-law Enforcement with the processing of By-law Enforcement requests and Request for Service notices that are received.

- 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.
- AMCTO's Municipal Elections Act Working Group, which I am the Chair has completed its review of the Act and formally submitted its recommendations to the Province. I continue to hold the positions of Vice Chair of AMCTO's Legislative and Policy Advisory Committee and the Chair of the Peterborough County Municipal Managers, Clerks and Treasurers Association.