

## **Clerk's Department Report – August to October 2024**

### Legislative Services:

For the year to date, there have been:

- 14 Regular Council Meetings
- 4 Committee of Whole Meeting
- 20 Special or Closed Session Council Meetings
- 2 Emergency Council Meeting

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.
- Peterborough County Police Service Board has held their first meeting on September 30, 2024.
- Lottery Licenses: The Department issues lottery licences under the new Lottery Licence By-law. Six Licences have been provided so far in 2024.
- Records Management: 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.
- Department has received 21 FOIs to date. All have been processed and none are outstanding.
- 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.
- There have been ten complaints received via the Township's Complaint Policy, all have been closed.
- The Department has issued three marriage licenses.

Departmental Project Updates:

- The recruitment process completed for Permanent CAO is complete, Todd Davis will be joining the Township as CAO on October 21, 2024.
- Ashley Vititoe joined the Township as the Administrative Assistant for Parks and Recreation and Public Works.
- Prepared various reports to Council and Committees and associated Polices, By-laws and other matters.
- Attending meetings of the Peterborough County Economic Development Transition Committee.
- 2024 Community Tree program was a success! 772 trees were distributed through the program and the comments from the public were very positive. Thank you to the various staff and Council members who assisted in distributing the trees.
- Hosting a Student Intern from Ontario Tech University for the Fall Term. This is a new partnership with OUT. Staff have applied with Trent University for their Politics Department Internship program for the Winter Term.
- The Township has 241 subscribers on YouTube, 402 followers on Facebook (10 new followers since last report and 231 followers on Instagram (18 more followers since last report)).
- The Township has completed the move to Microsoft Office 365.
- Staff have begun to plan for the Remembrance Day Ceremony to take place on November 11, 2024, at the Warsaw Cenotaph and the Warsaw Santa Claus Parade to take place on Saturday, November 30, 2024.
- Participating as a Mentor for the AMCTO Mentorship Program 2024-2025
- Sitting on Zone 5 AMCTO Executive, Zone 5 will be hosting their Fall meeting at the Canadian Canoe Museum, the registration is almost sold out. Continuing to sit on the AMCTO Legislation and Policy Committee for 2024-2025.
- Continue to be the Chair of Kawartha Municipal Administrators Association (previously the Peterborough Clerks and Treasurers Association). In September hosted a virtual training session on Privacy Impact Assessments which was open to staff for all member municipalities.

- Attended a Mental Health First Aid Certification with the Peterborough and Kawartha's Branch of Canadian Mental Health Association (CMHA) and attending a virtual course regarding Microsoft Office and Strategic Use of Technology for Business from Trent University (September to December 2024).

Upcoming Projects:

- Mid-Term Review of Council Code of Conduct and Staff-Council Relations Policy
- Investigation with Fire Department of Community Alert system for emergencies and Township notices
- Mid-Term Review of Policy Manual
- Mid-Term Review of Election Signs By-law

**Report Approval Details**

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

Mike Rutter