

Clerk's Department Report – December 2024 to February 2025

Legislative Services:

In 2024, there were:

- 19 Regular Council Meetings
- 6 Committee of Whole Meeting
- 20 Special or Closed Session Council Meetings
- 2 Emergency Council Meetings
- 5 Committee of Adjustment Meetings

For the month of December 2024 and the beginning of 2025:

- 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 Services Board has held three meetings and are working on drafting a budget. A staff member from the County of Peterborough has been appointed as the Board Administrator.
- Lottery Licenses: The Department issues lottery licences under the new Lottery Licence By-law. Seven Licences were provided in 2024 and 1 licence so far in 2025.
- Records Management: Staff undertook document destruction in January focusing on financial documents that had reached the end of the retention cycle. The next focus will be on aged correspondence, RFPs and facility rental contracts.
- Department has received and processed 30 FOIs in 2024. The Department has received one FOI so far in 2025.
- 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 one new Complaint submitted since the last COW meeting. Staff are working with the complainant provide a satisfactory solution.

- The Department issued three marriage licenses in 2024.

Departmental Project Updates:

- Prepared various reports to Council and Committees and associated Policies, By-laws and other matters.
- Attended meetings of the Peterborough County Economic Development Transition Committee. Going forward Todd will be attending these meetings.
- The Department hosted a Student Intern from Ontario Tech University for the Fall Term. This was new partnership with OUT. For the winter of 2025, we have two students joining us, one from Trent University who is working in the Finance Department and another from OUT, who is a local resident, who is working with the Clerk's Department. The student is undertaking a review of Policy No. 18 – The Opening and Improvement of Road Allowances. This Policy is from pre-amalgamation and is no longer efficient and effective for the municipality.
- The Department has completed the sale of a section of the Sixth Line Road North Dummer to an adjacent land owner as outlined in By-law 2024-72 for the sum of \$ 124,212.24.
- Completed performance reviews for Departmental staff.
- The Township has 250 subscribers on YouTube (7 news since last report), 486 followers on Facebook (20 new followers since last report) and 273 followers on Instagram (16 more followers since last report).
- The Township has completed the move to Microsoft Office 365 and have begun implementing new security features.
- Working with Finance Staff on the 2025 Budget.
- Organizing a full day report writing workshop for staff to take place on March 26, 2025, and will be inviting staff from other municipalities to attend.
- Attended a series of webinars hosted by the Institute of Public Administrators regarding Navigating AI in the Public Sector.
- Participating as a Mentor for the AMCTO Mentorship Program 2024-2025.

- Sitting on Zone 5 AMCTO Executive. 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).
- Completed a virtual course regarding Microsoft O365 and Strategic Use of Technology for Businesses from Trent University (September to December 2024).

Upcoming Projects:

- Review of Council Code of Conduct and Staff-Council Relations Policy
- Review of Policy Manual
- Review of Election Signs By-law
- 2026 Election Planning

Report Approval Details

Document Title:	December 2024 to February 2025 Report - Clerk's Office-2025-02.docx
Attachments:	
Final Approval Date:	Feb 6, 2025

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

Todd Davis