

Clerk's Department Report – February 2025 to April 2025

Legislative Services:

So far in 2025, there have been:

- 6 Regular Council Meetings
- 1 Committee of Whole Meeting
- 5 Special or Closed Session Council Meetings
- 1 Committee of Adjustment Meetings

For the months of February, March and the beginning of April, 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 a draft budget has been presented. A staff member from the County of Peterborough has been appointed as the Board Administrator.
- Lottery Licenses: The Department issues lottery licences under the Lottery Licence By-law. Two licences have been issued 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.
 - Staff have been in contact StoneShare to review the project plan for the Township's new Electronic Document and Records Management System. This project will kick-off later in the year once recruitment for the Corporate Services Assistant is complete.
- The Department received seven FOI in 2025. Four of those are closed and three are in progress. There have also been four applications submitted which are being held until the application fees are received.

- 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 two Complaints submitted in 2025. Both files have been closed.
- The Department will be hosting its first wedding ceremony of 2025 in May.
- The Department has implemented a new internal system to schedule and track upcoming reports for Council and Committees. This system will assist in creating balanced meeting agendas and improve the workflow for the Management Team.
- Staff have been attending webinars regarding the upcoming redesign of eScribe, which is the system we use to create and publish meeting agendas.

Departmental Project Updates:

- Prepared various reports to Council and Committees and associated Polices, By-laws and other matters.
- The Department along with IT have kicked off the upgrades to the AV system in the Council Chambers project. Once timelines have been solidified, a status update will be presented to Council.
- The Department hosted a Student Intern from Ontario Tech University for the Winter Term. Tammy has undertaken 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. Tammy will be presenting her report at this COW meeting.
- The Township has 250 subscribers on YouTube, 588 followers on Facebook (102 new followers since last report) and 303 followers on Instagram (30 new followers since last report).
- Organized a full day report writing workshop for staff which took place on March 26, 2025. We opened the registration to all municipalities in the County and we had over 40 participants register. We will continue to look for training opportunities that we can host and share with neighbouring municipalities.

- Staff have been in contact with GDH (website provider) regarding the anticipated upgrades to the Township website. This project will kick-off in May with a launch date of September.
- Attended a series of webinars hosted by the Institute of Public Administrators regarding Navigating AI in the Public Sector. Also attended an event hosted by the Town of Port Hope regarding AI and new technologies in the municipal sector.
- Participated in the recruitment process with the Building Services Department in the successful recruitment of a new Planner.
- Participated in the Emergency Operation Centre meetings regarding the ice storm. Supervised warming centre in Townhall and emergency communications to the public.
- 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).
- Currently attending a leadership course hosted by the Ontario Municipal Administrators Association (OMAA) and Schulich School of Business.

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

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

Todd Davis