

## **Clerk's Department Report – April 2025 to June 2025**

### Legislative Services:

So far in 2025, there have been:

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

For the months of April, May and the beginning of June, 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 four meetings and have approved an annual budget for 2025. 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. Three licences have been issued in 2025.
- Marriage Licenses and Ceremonies: The Department recently conducted it first wedding ceremony in the Millenium Park Gazebo.
- Records Management:
  - Staff undertook document destruction in May and early June, focussing on the Township Vault, and the non-permanent documents that had reached the end of the retention cycle.
  - Staff have a project plan in place with StoneShare 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 fourteen FOI in 2025. Eight of those are closed.
- 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 three Complaints submitted in 2025. All files have been closed.

Departmental Project Updates:

- Prepared various reports to Council and Committees and associated Policies, By-laws and other matters.
- Council chambers have received significant updates with the speaker systems and microphones connecting directly to the live-stream system used to publish the Council meetings to the Township YouTube channel.
- Township has 258 subscribers on YouTube (8 new subscribers since last report), 678 followers on Facebook (90 new followers since last report) and 325 followers on Instagram (22 new followers since last report).
- Department staff have started preparing for the upcoming Community Tree Project and placed an order for trees. More information will be released to the public in late June.
- 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).
- Graduated from 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**

Document Title:	Clerk's Department Report - April to June 2025 - Clerk's Office-2025-18.docx
Attachments:	
Final Approval Date:	Jun 11, 2025

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

Todd Davis