

Clerk's Department Report – July 2025 to August 2025

Legislative Services:

So far in 2025, there have been:

- 11 Regular Council Meetings
- 4 Committee of Whole Meeting (including meeting to be held on August 27, 2025)
- 5 Special or Closed Session Council Meetings
- 2 Committee of Adjustment Meetings

For the months of July and August, 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 six meetings.
- 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 has held one ceremony and has two ceremonies is scheduled for the fall. The Department has issued three licenses to date.
- Records Management:
 - Staff undertook document destruction in May and June, focussing on the Township Vault, and the non-permanent documents that had reached the end of the retention cycle. The Vault has been completely reorganized to allow for efficient use of the space and a safer work environment for staff.
 - The Department has spent the summer organizing the Township's long term document storage area. At various points in time the Department has attempted to organize and classify all items in this space but were not able to complete the project due to a lack of staff capacity. We have made excellent progress, and the project will be complete by the end of September.

- 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 fall once recruitment for the Corporate Services Assistant is complete and the Legislative Services Assistant returns from leave.
- The Department received 25 FOIs to date this year. 24 of the files are closed and one is in progress.
- 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 12 complaints submitted under the Township's Formal Complaint Policy and Procedure in 2025. All files have either been closed or have been reassigned as requests for service, by-law enforcement requests or other actions.
- As per Council direction, staff have submitted a report to the Information and Privacy Commissioner of Ontario (IPC) regarding a privacy breach which was discovered and addressed over the summer.

Departmental Project Updates:

- Prepared various reports to Council and Committees and associated Policies, By-laws and other matters.
- Council Chambers upgrade project is being completed in two phases the first was emergency wiring repairs, calibration of the ceiling speaker system and having the microphones feed directly to the live-stream of the meeting. Phase two of the project includes necessary repairs and upgrades to the AV hardware and wiring to allow for the removal of the Owl system, the use of cameras previously mounted in the room, the removal of the failing projector system and fabric screens and the introduction of new large screen display monitors. We are currently waiting for the hardware and monitors to arrive so that our contractor can return to complete the installation and necessary training for staff.
- Township has 257 subscribers on YouTube (lost one subscriber since last report) 784 followers on Facebook (106 new followers since last report) and 366 followers on Instagram (41 new followers since last report).

- The Community Tree Program opened for orders on August 18, 2025, for first time purchasers. As of writing this report three tree species have sold out – Eastern Redbud and Red Maple. Orders will open to the rest of the community on August 25, 2025. Tree pick-up is planned for mid-September, exact dates and time will be released once all orders have been placed.
- The Department began working on the new Township website in mid July. The new architecture is complete and all current data has been ported over. Department staff have been working to learn the new processes and have organized all digital resources on the site (photos, documents, multi-media). We have started to review and rewrite the materials on the site to simplify and improve the experience for the public. At this time, we do not have an anticipated public launch date.
- Recruitment for the new role of Corporate Services Administrative Assistant is underway. The Department's Legislative Services Administrative Assistant will be returning from leave in early September.
- Sitting on Zone 5 AMCTO Executive. Continuing to sit on the AMCTO Legislation and Policy Committee for 2025-2026.
- Continue to be the Chair of Kawartha Municipal Administrators Association (previously the Peterborough Clerks and Treasurers Association).

Upcoming Projects:

- Review of Council Code of Conduct and Staff-Council Relations Policy – Paused, waiting on new legislation from the province.
- Review of Policy Manual
- 2026 Election Planning

Report Approval Details

Report to COW – Departmental Update
Re: July to August 2025 - Clerk's Office-2025-21
From: Martina Chait-Hartwig
Date: August 27, 2025

Document Title:	Clerk's Departmental Update - July to August 2025 - Clerk's Office-2025-21.docx
Attachments:	
Final Approval Date:	Aug 21, 2025

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

Todd Davis