

**CLERK'S DEPARTMENT MONTHLY REPORT**
**APRIL, 2019**
**DEPARTMENT OVERVIEW & STATISTICS**

<u>Area of Responsibility</u>	<u>2018 Year End</u>	<u>2019 Year To Date</u>
Insurance or Small Claims Processed (incl.potential)	24	11
Pelham Deaths Registered	101	18
Deaths Outside of Pelham Registered	106	41
Lottery Licenses Issued	30	9
Council Meetings Attended/Minuted	20	7
Special Council Meetings Attended/Minuted	24	17
COW Meetings Attended/Minuted	7	4
SCOW & Public Meetings Attended/Minuted	6	5
P & P Meetings Attended/Minuted	7	3
In Camera Meetings Attended/Minuted		13
Pelham Audit Committee Meetings Attended/ Minuted	-	0
Affidavits Sworn	111	40
FOI Requests Received/Processed	19	1
FOI Appeal or Complaint		0
Closed Meeting Investigation	0	0
Committee of Adjustment – Variances	25	19
Committee of Adjustment – Consents	6	4
Committee of Adjustment – Hearings	11	4
Ontario Municipal Board Appeals C of A	0	0
Property Standards Appeals	0	0
Fence Viewing Meetings	1	0
By-laws	105	42
Itinerant Seller/Vehicle Licenses Issued	1	0
Wet/Dry Status to AGCO	1	0
Sidewalk Patio/Sidewalk Sale Permits	2	1
Special Event Permit – Private	0	0
Livestock Valuer Claims	0	0
Drainage Petitions Received	0	0
AMP Review Hearings	20	12
AMP Review Decision Appeals	0	0
Marriage Licenses Issued	45	8
Civil Marriage Ceremonies Officiated	9/13	3/4
Proclamations	8	5
Press Releases	37	9
News Briefs	62	29
Muzzle Order	0	1


**Administration  
Services**

**PR/MARKETING****Webpage Analytics for April:**

Page Views	Unique Page Views	Average Time on Page
<b>85,056</b>	<b>37,055</b>	<b>39 seconds</b>

Pave Views: Total number of page views; pages viewed multiple times are counted

Unique Page Views: Number of times a page was viewed at least once

**Top 5 Visited Pages: Careers, MCC, Easter Egg Hunt, Summer Camps, Contact Us**

**Twitter Analytics for April:**

Tweets	Impressions	New Followers
<b>75</b>	<b>29.6k</b>	<b>24</b>

Impressions: Number of times users saw the Tweet

**Facebook Analytics for April:**

Engagements	Page Views	Total Reach
<b>3,032</b>	<b>722</b>	<b>15,597</b>

Reach: Number of people who have seen any content associated with Page

Engagements: Number of people who engaged with Page; engagement includes any click or story created.

**Projects**

- Co-ordinated and scheduled staff for the Home Show
- Created material to reflect the Town's many services to be displayed at the Home Show
- Website redesign initial meetings underway (weekly throughout project)
- Fall/winter community guide mapping

**Print Advertising/ Promotion**

- April Newsletter
- 4 print ads
- Council Highlights X2

**Community Guide**

On April 4<sup>th</sup>, the Spring/ Summer Community Guide was released through Niagara This Week. This guide features programs, services, events and people in the community. The community guide received an overwhelming response at the Home Show.

**PROJECTS**Construction Act

The *Construction Act*, 1990, as revised by Bill 142, implements various amendments with the upcoming effective date of October 1, 2019. The proposed amendments, among other changes, will require the Clerk's Office to in take and register all Construction Liens that may be filed against the Town of Pelham. In order to prepare for the legislative changes, the Clerk's Office has been reviewing the proposed legislation and working on internal procedures to prepare for the said changes. We are well on our way to ensuring compliance in October 2019!

Records Management

Work continues towards the re-implementation of the records management program at the Town. For many years, the Park Lane garage has been utilized as an off-site storage facility for inactive records. Due to environmental and structural conditions, this is no longer a suitable storage facility. Lynne, Records Coordinator and the appropriate staff members of each department are in the process of analyzing all records for disposition in accordance with the Retention and Disposition By-law.

2018 Municipal Election

The Area Clerks met to assess the compliance audit committee requirements, specifically relating to the contributions relating to the Regional Councillor Election. No apparent contributor contribution contraventions were found. The clerk is required to make available to the public a report setting out candidates in an election and indicating whether each candidate complied with Section 88.25 (filing of financial statements). This report was posted on April 30<sup>th</sup>, in compliance with The Act, and is appended hereto for information purposes only. There is no Council decision or action required in this regard.

**CONSTITUENT CONCERNS & ISSUES ARISING****PERSONNEL**

Sarah completed the Records and Information Management Fundamentals course through Mohawk College. This is the first of six courses required to obtain a certificate in Records and Information Management. Sarah has made great use of this knowledge while supporting the implementation of a records management program at the Town.

## PROCLAMATIONS

April proclamations:

National Dental Hygienists Week on behalf of the Niagara Dental Hygienists Society: **April 6-13, 2019**

## GRANTS, CONTRACTS, RFPs & AGREEMENTS

## MEETINGS

### Town Clerk

eScribe Bill 68 webinar

SMT

Committee of Adjustment Hearing

Council/Committee Agenda Review

Area Clerks Meeting

Committee of Adjustment process review meeting

Weekly working meetings with Deputy Clerk

Civil Marriage Ceremony (2)

### Marketing/ PR Specialist

SMT

eSolutions X3

Niagara Communications Group

### Deputy Clerk

Pre-consultations

Candidate Financial Review Meetings

eScribe Bill 68 webinar

Committee of Adjustment Applications

Committee of Adjustment Hearing

Committee of Adjustment process review meeting

Weekly working meetings with Clerk

### Administrative Assistant

Green Team

eScribe Bill 68 webinar



**Administration  
Services**