

## CLERK'S DEPARTMENT MONTHLY REPORT

JULY, 2020

This Q2 report covers April, May, June 2020

### DEPARTMENT OVERVIEW & STATISTICS

<u>Area of Responsibility</u>	<u>2019 Year End</u>	<u>2020 Year To Date</u>
Insurance or Small Claims Processed (incl.potential)	29	8
Pelham Deaths Registered	68	36
Deaths Outside of Pelham Registered	96	53
Lottery Licenses Issued	33	7
Council Meetings Attended/Minuted	21	11
Special Council Meetings Attended/Minuted	41	10
COW Meetings Attended/Minuted	17	2
Public Meetings Attended/Minuted	6	2
P & P Meetings Attended/Minuted	8	2
Affidavits Sworn	127	39
FOI Requests Received/Processed	5	8
FOI Appeal or Complaint	0	-
Closed Meeting Investigation	0	1
Committee of Adjustment – Variances	29	23
Committee of Adjustment – Consents	12	9
Committee of Adjustment – Hearings	13	11
LPAT Appeals C of A	4	3
Property Standards Appeals	0	-
Fence Viewing Meetings	0	-
By-laws	120	63
Itinerant Seller/Vehicle Licenses Issued	1	1
Wet/Dry Status to AGCO	1	-
Sidewalk Patio/Sidewalk Sale Permits	2	3
Special Event Permit – Private	1	-
Livestock Valuer Claims	2	-
Drainage Petitions Received	0	-
AMP Review Hearings	19	23
AMP Review Decision Appeals	0	-
Marriage Licenses Issued	31	5
Civil Marriage Ceremonies Officiated	13	-
Proclamations	8	5
Press Releases	27	31
News Briefs	66	92

Many of the statistics above have been impacted by the COVID-19 pandemic.

**PROJECTS****Electronic Public Meetings**

The Deputy Clerk reviewed recent legislation which amended the Planning Act with regards to some planning act applications. Reviewing the legislation with a focused lens on Committee of Adjustment, the Deputy Clerk provided the Town Clerk her analyzes of the legislation and identified two affected files.

The Clerk's Department has now successfully conducted four {4} electronic public meetings via Zoom Webinar. This platform has allowed Planning Act Applications to proceed in a safe way while still engaging the public. Members of the public can participate by mailing or e-mailing comments in advance of the meeting, pre-registering with the Clerk's Department to speak at the meeting or by e-mailing live comments while streaming at home.

**2020 By-Election**

Focused on development of special provisions to be incorporated into the Ward One By-Election during the current global novel coronavirus pandemic, COVID-19, together with the standard by-election requirements, extra procedures are being developed to provide for an On Demand Special Ballot voting opportunity as well as precautionary measures to be incorporated at the voting sites.

As Council is aware, the Clerk is responsible to conduct a by-election in accordance with the provisions of the *Municipal Elections Act*, 1996 (MEA) and in a manner that is consistent with the principles of this Act. In this respect, the principles include but are not limited to the secrecy and confidentiality of the vote and voting process, accessibility for all stakeholders and that the election be conducted in a fair and unbiased manner, while maintaining the integrity of the process throughout the by-election. By-elections are to be conducted as far as possible in the same way as regular elections.

To this end, pursuant to Section 12 of the MEA, the Clerk is to provide for any matter or procedure not otherwise provided for that is, in the Clerk's opinion, "necessary or desirable" to conduct the election. This is of particular importance given the current pandemic environment and the need to accommodate additional procedures and opportunities for electors to cast a ballot.

In order to initiate the new procedures that are required to establish the On Demand Special Ballot, which was not available to electors during the 2018 Municipal Election, the Clerk intends to declare an emergency under the MEA, Section 53 as circumstances have arisen that are likely to prevent the election from being conducted in accordance with the Act, i.e. in the same way as regular elections.

Declaration of the emergency under the MEA will enable the Clerk to institute these special voting provisions which have been developed to ensure all eligible electors in Ward One, regardless of any restrictions placed upon them to remain in isolation or quarantine, are able to cast their own ballot, thus making the election accessible to all persons. In addition, new election official positions and procedures that will be incorporated into the in-person voting locations will be instituted pursuant to this emergency declaration.

**Administration  
Services**

A copy of the declaration is appended to this report and will be relayed to the public through a media release on July 28, 2020. The Town's 2020 By-Election Webpage will be updated and the On Demand Special Ballot processes will be outlined for the public in early August.

Recruitment of election personnel is underway with training to follow. Voter Notifications will be mailed in August to all eligible electors on the Ward One Voters' List and Clerk's staff intend to be available at the Maple Acre Library Branch periodically to allow electors to make amendments to the list prior to voting day.

### **Marriage Licence/ Civil Ceremonies**

The Clerk's department has resumed the issuance of marriage licences by appointment. Civil marriage ceremonies are scheduled to resume in late July in accordance with physical distancing and social gathering restrictions.

### **Construction Act Working Group**

The Deputy Clerk and Administrative Assistant are critical members of the Construction Act Working Group. This group reviewed legislative changes to the Construction Lien Act and drafted proposed procedures to ensure the Town is in full compliance with the new legislation. With SLT's support, the Clerk's Department is leading the implementation phase of the project.

### **PR/ Marketing Analytics, April - June 2020**

#### **Website**

Page Views	Unique	Average Time on Page
110,403	90,544	1:50 minutes

Top 5 pages: Gypsy Moth, COVID-19, Council, Careers, Zoning

#### **Twitter**

Tweets	Impressions	New Followers
189	111k	49

#### **Facebook**

Engagement	Page Views	Total Reach
28,830	3,789	52,829

### **Projects**

- By-election communications plan
- Annual report design
- Reopening Framework design

### **Print Advertising/Promotion**

- April – June newsletter
- 25 print ads

## CONSTITUENT CONCERNS & ISSUES ARISING

## PERSONNEL

The administrative assistant completed Incident Management System (IMS)100 course.

## GRANTS, CONTRACTS, RFPs & AGREEMENTS

## MEETINGS

### Town Clerk

SLT - Weekly

Electronic Committee of Adjustment Preparation Meeting

Emergency Operations Centre – (3X per week)

Emergency Management Committee - Weekly

Return to Work Group Meeting

Clerks Department Meeting – Weekly

Ward One By-Election Candidates

Ontario By-Election Working Group – Weekly

### Marketing/ PR Specialist

Niagara This Week x 2

EOC 3x/week

2021 Summer Games

EOC – x5

Niagara Emergency Communicators weekly

### Deputy Clerk

Electronic Committee of Adjustment Preparation Meeting

Construction Lien Meeting

Return to Work Group Meeting

Clerks Department Meeting – Weekly

Zoom Webinar Test X2

City of St. Catharines re: Zoom CofA Meeting

Town of Fort Erie re: Zoom CofA Meeting



**Administration  
Services**

Administrative Assistant

Electronic Committee of Adjustment Preparation Meeting

SLT (secretary)

Construction Lien Meeting

Return to Work Group Meeting

Clerks Department Meeting – Weekly

Zoom Webinar Test X2