

CLERK'S DEPARTMENT MONTHLY REPORT

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This Q3 report covers July, August and September 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	16
Pelham Deaths Registered	68	53
Deaths Outside of Pelham Registered	96	77
Lottery Licenses Issued	33	9
Council Meetings Attended/Minuted	21	17
Special Council Meetings Attended/Minuted	41	15
COW Meetings Attended/Minuted	17	4
Public Meetings Attended/Minuted	6	4
P & P Meetings Attended/Minuted	8	1
Affidavits Sworn	127	58
FOI Requests Received/Processed	5	13
FOI Appeal or Complaint	0	0
Closed Meeting Investigation	0	1
Committee of Adjustment – Variances	29	26
Committee of Adjustment – Consents	12	12
Committee of Adjustment – Hearings	13	17
LPAT Appeals C of A	4	3
Property Standards Appeals	0	-
Fence Viewing Meetings	0	-
By-laws	120	96
Itinerant Seller/Vehicle Licenses Issued	1	1
Wet/Dry Status to AGCO	1	0
Sidewalk Patio/Sidewalk Sale Permits	2	4
Special Event Permit – Private	1	-
Livestock Valuer Claims	2	-
Drainage Petitions Received	0	-
AMP Review Hearings	19	28
AMP Review Decision Appeals	0	0
Marriage Licenses Issued	31	27
Civil Marriage Ceremonies Officiated	13	10
Proclamations	8	5
Press Releases	27	44
News Briefs	66	136

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

PROJECTS

2020 Ward One By-Election

The primary focus of the Clerk's Office during the third quarter of 2020 was delivering the 2020 Ward One By-Election. A separate information report is scheduled for the October 19, 2020 Council agenda summarizing the challenges and successes of the election process.

Civil Marriage Ceremonies

The Clerks department has seen an influx in civil ceremonies requests. As one of the few municipalities in Niagara currently officiating civil ceremonies, neighboring municipalities are recommending Pelham's services. In addition to the Town Clerk and Deputy Clerk, the Administrative Assistant has now completed the AMCTO Civil Marriage Solemnization course and has been delegated the authority to officiate civil ceremonies. Due to COVID-19, all ceremonies are being conducted outdoors. Patrons cannot exceed the provincial limit as per physical distancing and all persons are asked to wear a mask when physical distancing cannot be maintained. Civil marriage ceremonies will continue in this fashion as long as it is safe to do so. Arrangements are being made with the Director of Recreation, Culture and Wellness to shift to an indoor setting as weather dictates, however there will be restrictions relating to the number of attendees as we will need to comply with other activities in the Meridian Community Centre as they relate to the number of people permitted in the building.

Electronic Meeting Participation

Over the last few months the Clerk's Department has successfully facilitated a variety of Public Meetings via Zoom Webinar (Committee of Adjustment, Public Meetings under the Planning Act, and Budget Open House). These virtual meetings have engaged and allowed for fulsome public participation. The Clerk's Department has seen a variety of participants, of all ages, from the community pre-register to speak via Zoom. To ensure a smooth meeting the Deputy Clerk and Administrative Assistant run 'test zoom meetings' for the pre-registered public. This allows the Clerk's Department to identify any possible technical difficulties and resolve them prior to the meeting. Lastly, but importantly, to allow for complete public participation the Clerk's Department livestreams all public meetings and allows members of the public to e-mail comments live during the meeting. These comments are read into the record during the public portion of the meeting.

PR/ Marketing Analytics, July – September 2020

Website

Page Views	Unique	Average Time on Page
109,309	87,568	1:45 minutes

Top 5 pages: Careers, MCC, 2020 By-Election, Zoning, Pool

Twitter

Tweets	Impressions	New Followers
166	78k	32



**Administration
Services**

Facebook

Engagement	Page Views	Total Reach
15,305	32,270	29,267

Projects

- By-election communications plan
- Annual report design
- Municipal World write up
- ORFA MCC feature

Print Advertising/Promotion

- July-Sept newsletter
- 39 print ads

CONSTITUENT CONCERNS & ISSUES ARISING

PERSONNEL

GRANTS, CONTRACTS, RFPs & AGREEMENTS

MEETINGS

Town Clerk

SLT - Weekly

Emergency Operations Centre – (3X per week)

Emergency Management Committee - Weekly

Ontario By-Election Working Group – Weekly

Deputy Clerk

Committee of Adjustment Hearings

Committee of Adjustment Applicant Meetings

Pre-consultation Meetings (1 a month)

PR/ Marketing Specialist



**Administration
Services**

EOC 2-3x/week
2021 Summer Games x2
Niagara Emergency Communicators weekly