

Reporting Period: Clerk's Office Quarterly Report for the period: January, February, March 2023

Recommendation:

BE IT RESOLVED THAT the Q1/2023 Clerk's Report be received for information.

Department Overview and Statistics:

Year	2021	2022	2023			
Quarter (Year to Date)	Year End	Year End	Q1	Q2	Q3	Q4
Insurance or Small Claims Processed	29	47	14			
Pelham Deaths Registered	72	107	10			
Deaths Outside of Pelham Registered	99	79	21			
Lottery Licenses Issued	9	14	3			
Council Meetings Attended/Minuted	22	22	6			
Special Council Meetings Attended/Minuted	19	12	1			
COW Meetings Attended/Minuted	3	1	4			
Public Meetings Attended/Minuted	7	9	2			
Affidavits Sworn		222	58			
FOI Requests Received/Processed	19	16	2			
Closed Meeting Investigation	1	0	0			
Committee of Adjustment – Variances	41	19	9			
Committee of Adjustment – Consents	33	13	6			
Committee of Adjustment – Hearings	14	11	4			
OLT Appeals C of A	-	1	0			
Property Standards Appeals	-	-	0			
By-laws	101	99	23			
Itinerant Seller Licenses Issued	2	8	4			

Short Term Accommodation Licences Issued	3	1	2
Sidewalk Patio/Sidewalk Sale Permits	3	3	0
Special Event Permit – Private	2	3	4
AMP Review Hearings	2	13	7
Marriage Licenses Issued	51	68	10
Civil Marriage Ceremonies Officiated	9	9	0
Media Releases	44		12
News Briefs	102		13

Projects:

LaserFiche Kick-Off

The corporate records management project featuring the LaserFiche software began in 2023. A records management working group was created consisting of key personnel from each department. Multiple training sessions have occurred, with more to follow. The Clerk's department is overseeing this project and will continue to work with internal departments to ensure continued success.

Advisory Committee Training

The Clerk's department facilitated a training session for staff representatives and secretaries of advisory committees. The Clerk's department plans to attend the introductory meeting of each advisory committee to provide an overview of parliamentary procedure and conduct the Chair/Vice-Chair election. An understanding of parliamentary procedure amongst committee members promotes efficient and effective meetings.

Employee Updates:

Mr. Bill Tigert joined the Clerk's department as the Town Clerk. Mr. Tigert is filling in for Ms. Willford who is currently on parental leave. Mr. Tigert brings considerable experience humour and leadership to the department.

Ms. Jodi Legros joined the Clerk's department as the Legislative and Committee Coordinator. Ms. Legros was previously the Administrative Assistant to the Planning and Development department and brings a wealth of corporate knowledge and experience to the department.

Communications Analytics, January to March 2023

Page Views	Pages per Session	Average Time on Page
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151,501	2.23	1:34
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Top 5 pages: (Main Page), Meridian Community Centre, Arena and Skating Programs, Activity Search, Careers, Adult Programs

Twitter

Tweets	Engagement	New Followers
272	253	44

Facebook

Engagement	Page Views	Total Reach
1460	3333	110,748

Instagram

Total Posts	Engagement	Post Video Views
302	1373	1126

Marketing Projects:

- Recreation General Programming
- Family Day
- Recreation Culture and Parks Master Plan
- March Break Camp
- Art Directory
- Winter Parking
- Committee Members
- Town Hall Renovation
- Youth Activity Instructor
- 2023 Budget
- Summer Camp Hiring
- Summer Aquatics Hiring
- Name the Pelham Plows
- Velveteen Rabbit
- Youth Drama Program
- SilverStick International
- PD Day Camps
- Pickleball Clinics
- Earth Week Rain Barrels

Public Relations Projects:

- 2023 Weather Event March
- FCC Legion Announcement
- Crime Stoppers

- Meals on Wheels

Grant Support:

- Niagara Tourism Relief Fund
- Greenbelt Foundation
- ParticipACTION Community Better Grant
- OTF Resilient Communities
- Charged for Change
- Niagara Community Foundation
- Seniors Community Grant

Meetings:**Town Clerk**

- SLT

Deputy Clerk

- SLT
- Committee of Adjustment Hearings
- Pre-Consultation Meetings for Committee of Adjustment
- Legislative and Committee Coordinator Interview

Legislative and Committee Coordinator

- Committee of Adjustment Hearings
- AMPS Hearings Scribe

Communications Specialist

Pelham Summerfest

EOC

EM

LAM Communicators