

Reporting Period: Clerk's Office Quarterly Report for the period: April, May, June 2023

Recommendation:

BE IT RESOLVED THAT the Q2/2023 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	16		
Pelham Deaths Registered	72	107	10	15		
Deaths Outside of Pelham Registered	99	79	21	52		
Lottery Licenses Issued	9	14	3	10		
Council Meetings Attended/Minuted	22	22	6	12		
Special Council Meetings Attended/Minuted	19	12	1	1		
COW Meetings Attended/Minuted	3	1	4	4		
Public Meetings Attended/Minuted	7	9	2	5		
Affidavits Sworn		222	58	119		
FOI Requests Received/Processed	19	16	2	12		
Closed Meeting Investigation	1	0	0	0		
Committee of Adjustment – Variances	41	19	9	16		
Committee of Adjustment – Consents	33	13	6	8		
Committee of Adjustment – Hearings	14	11	4	7		
OLT Appeals C of A	-	1	0	0		
Property Standards Appeals	-	-	0	0		
By-laws	101	99	23	40		
Itinerant Seller/Vehicle Licenses Issued	2	8	4	12		

Short Term Accommodation Licences Issued	3	1	2	0
Sidewalk Patio/Sidewalk Sale Permits	3	3	0	6
Special Event Permit – Private	2	3	4	4
AMP Review Hearings	2	13	7	18
Marriage Licenses Issued	51	68	10	28
Civil Marriage Ceremonies Officiated	9	9	0	5
Media Releases	44		12	28
News Briefs	102		13	28

Note: Each quarterly figure is accumulative of the year's total

Projects:

LaserFiche Records Management

The Clerk's department will proceed with the transfer of department files to commence a trial of the records management system.

Marriage Licence Generator

In an effort to modernize the department and boost efficiency, the Clerk's department is exploring the use of technology to refine and optimize existing processes. The department has collaborated with GHD Integrated Digital Technologies to construct a digital marriage licence application process.

Ward Boundary Review

The Ward Boundary, Council Composition and Deputy Mayor Selection RFP closed on June 29, 2023. Bids will be reviewed, and the contract awarded accordingly.

Communications Analytics, April to June 2023

Page Views	Pages per Session	Average Time on Page
142,284	2.22	1:32

Top 5 pages: (Main Page), Activity Search, Careers, Meridian Community Centre, Calendar, Adult Programs.

Twitter

Tweets	Engagement	New Followers
372	504	26

Facebook

Engagement	Page Views	Total Reach
3290	4909	169,339

Instagram

Total Posts	Engagement	Post Video Views
358	2038	643

Engaging Pelham (Bang the Table)

Total Visitors	New Registrations	Informed/Aware Visitors
2200	4	514/1600

Marketing Projects:

- Recreation General Programming
- Recreation Culture and Parks Master Plan
- Committee Members
- Town Hall Renovation
- Niagara Community Foundation Tree Plant
- Rain Barrel Program
- Summer Swim Programs
- Easter in Pelham
- June 21 Events
- June 30 for 30
- Pressed in Pelham – LemonAID stand
- HOP-ON Cycling
- Seniors Seminar Series
- Public Works Week
- MYAC Youth Forum
- Canada Day in Pelham
- Pelham Farmers Market
- Pelham Summerchill
- PD Day Camps
- Pelham Summerfest

Public Relations Projects:

- Leash for Fido
- Fire Ban
- 2023 Weather Event April
- Crossing Guard Appreciation
- Pride Niagara
- Test it Tuesday
- Emergency Preparedness Week
- Tim Hortons Smile Cookies
- National Day of Mourning
- National Day of Awareness for Missing and Murdered Indigenous Women, Girls, and Two-Spirit Peoples
- Town Hall Renovation Ribbon Cutting

Grant Applications Submitted:

Funding Level: I = International, F = Federal, P = Provincial, R = Regional

Grant Name	Funder	Fund -ing Level	Project	Strategic Priority Focus	Amount Requested
Asphalt Art Initiative	Bloomberg Philanthropies	I	Three painted crosswalks in Celebration Square	Community Development and Growth	\$33,000.00
TD Friends of the Environment	TD Bank Group	R	Marlene Stewart Streit Park tree planting	Environmental and Climate Adaptation	\$8,000.00
Capital Grant	Ontario Trillium Foundation	P	Fonthill Library elevator installation	Infrastructure Investment and Renewal	\$150,000.00
AgriSpirit Fund	Farm Credit Canada	F	Centennial Park new fridge and freezer	Community Development and Growth	\$25,000.00
Inclusive Communities Grant	Ontario Ministry of Seniors and Accessibility	P	Accessible sidewalks and benches in Peace Park	Community Development and Growth	\$59,995.00
Public Realm Investment Program	Niagara Region	R	Highway 20 Railing Replacement and Rice Road tree planting	Infrastructure Investment and Renewal	\$17,500.00
Invasive Species Action Fund: Accelerated Impact Stream	Invasive Species Centre	P	Forest health program development	Environmental and Climate Adaptation	\$10,000.00

Invasive Species Action Fund: Transformative Action Stream	Invasive Species Centre	P	Spongy Moth egg mass survey	Environmental and Climate Adaptation	\$22,100.00
Summer Grant 2023	Niagara Community Foundation	R	Summer camp funding	Community Development and Growth	\$2,090.00
Well-being Grant	HelpAge Canada	F	MCC passes for low-income seniors	Community Development and Growth	\$10,000.00
Innovative Programming Grant	HelpAge Canada	F	SAY IT! On Stage 2023 Program	Community Development and Growth	\$10,000.00
Zero Emission Vehicle Infrastructure Support Program	Pollution Probe	F	Two level three EV chargers at the Meridian Community Centre	Environmental and Climate Adaptation	\$100,000.00

TOTAL: \$447,685.00

Town Communications Department provided assistance with the following independent third-party grant applications:

Organization	Grant Name	Funder	Funding Level	Project	Strategic Priority Focus
Fonthill Platform Tennis Club	Capital Grant	Ontario Trillium Foundation	Provincial	Funding to support platform Tennis court and clubhouse improvements	Community Development and Growth

Lincoln Pelham Public Library	Community Development Fund	Desjardins Ontario Credit Union	Provincial	Funding to support the LPPL purchasing a bookmobile	Community Development and Growth
Pelham Advocates for Trees and Habitat	Community Agriculture Grant	Peavey Industries	Provincial	Funding to install educational trail signage throughout Pelham	Community Development and Growth
Pelham Art Festival	Local Festivals - Building Community Through Arts and Heritage	Ministry of Canadian Heritage	Federal	Funding to support the 2024 Pelham Art Festival	Community Development and Growth

Meetings:

Town Clerk

- SLT
- Various Parking Ticket Review Hearings

Deputy Clerk

- SLT
- Committee of Adjustment Hearings
- Pre-Consultation Meetings for Committee of Adjustment
- Laserfiche Records Management
- Itinerant Seller's By-law
- Form Builder Marriage Licence Training with GHD Digital
- BMO Corporate Credit Card Training

Legislative and Committee Coordinator

- Committee of Adjustment Hearings
- Shared Appeals Hearing Officer Group Meeting
- Laserfiche Records Management
- MFIPPA Workshop
- Risk Assessment with Human Resources

- Itinerant Seller's By-law
- Form Builder eCommerce & Marriage Licence Training with GHD Digital
- BMO Corporate Credit Card Training
- Various Parking Ticket Review Hearings

Communications Specialist

- Pelham Summerfest
- EOC
- EM
- LAM Communicators