



C.A.O. Clerk's Department

2017-18 experiences

Preparing for next term

Summary

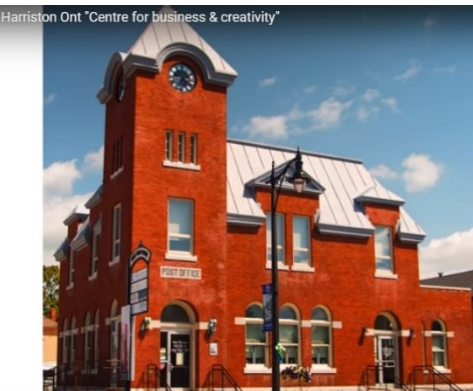
- C.A.O. Clerk's Department 2017-18 review
- Election 2018
- Two Year Plan Update
- Into 2019...





C.A.O. Clerks 2017 review

- 108 by-laws in 2017; 65 so far in 2018
- Water Supply & Billing By-law 2017-16
- Sewer Use & Connection By-law 2017-25
- Purchasing/Procurement By-law 2017-63
- Subdivision Agreements Clair Ridge Estates, Creekbank Meadows
- Structural Grant Agreement





C.A.O. Clerks 2017 review

- 11 rezoning bylaws 2017; 4 to date in 2018
- 11 land sale by-laws 2017; 3 by-laws for 7 lots 2018 so far (Ann St. final 10 Lots sold; industrial land sales, Town quarry)
- Ann St. sales revenue \$640,000; Town quarry net gain \$685,000
- Strategic Plan updated 2017-18 send to new Council





C.A.O. Clerks 2017 review

- 2017 Animal Control Services Agreement (no-kill, standards)
- 2017 Bulk Water Policy
- 2017-18 Succession Planning; +- 22% of workforce retires inside 5 yrs:
 - Senior Management 2-3 persons
 - Supervisor, Lead hand, Key Financial 2-3 persons
 - Operations, front line 2-3 persons
- Quality Homes Site Plan, Transfers



2016 Employee Profile

50 plus years of age	12
40 to 50 years of age	4
Less than 40 years	24

C.A.O. Clerks 2017 review



- Logged 685 complaints regarding roads, trees, street lights etc.
- Issued 547 burn permits notifying Minto Fire

BURN PERMITS





C.A.O. Clerks 2017 Review

- Officiated 27 Weddings
- Issued 40 Marriage Licences
- Issued and registered 219 Burial Permits
- Issued 11 Media Releases
- 23 Open and 12 Closed Agendas and minutes prepared
- Saved over 92,100 sheets (18 boxes) of paper with continued electronic agenda +-\$1,000 saved annually
- Council Meeting YouTube videos 165 videos with over 1,015 views



C.A.O. Clerks 2017 Review

- Follow up on +400 items from 23 Council Meetings
- Received +200 pieces of correspondence for Agendas
- TOMRMS standard filing system continues; staff implementing more and more electronic storage
- Agendas & Minutes Minto Trails, Trees for Minto, Employee Committee & Joint Health & Safety
- Council training and logistics
- Volunteer Dinner Preparations
2017- Clifford
2018 - Palmerston





Election 2018

- Reports on Bill 68 - including changes to the Municipal Elections Act
- Create Procedures Policies and Forms
- By-law authorizing voting by Vote-by-Mail for 2018
- Prepare candidate packages
- Website and Social Media Info





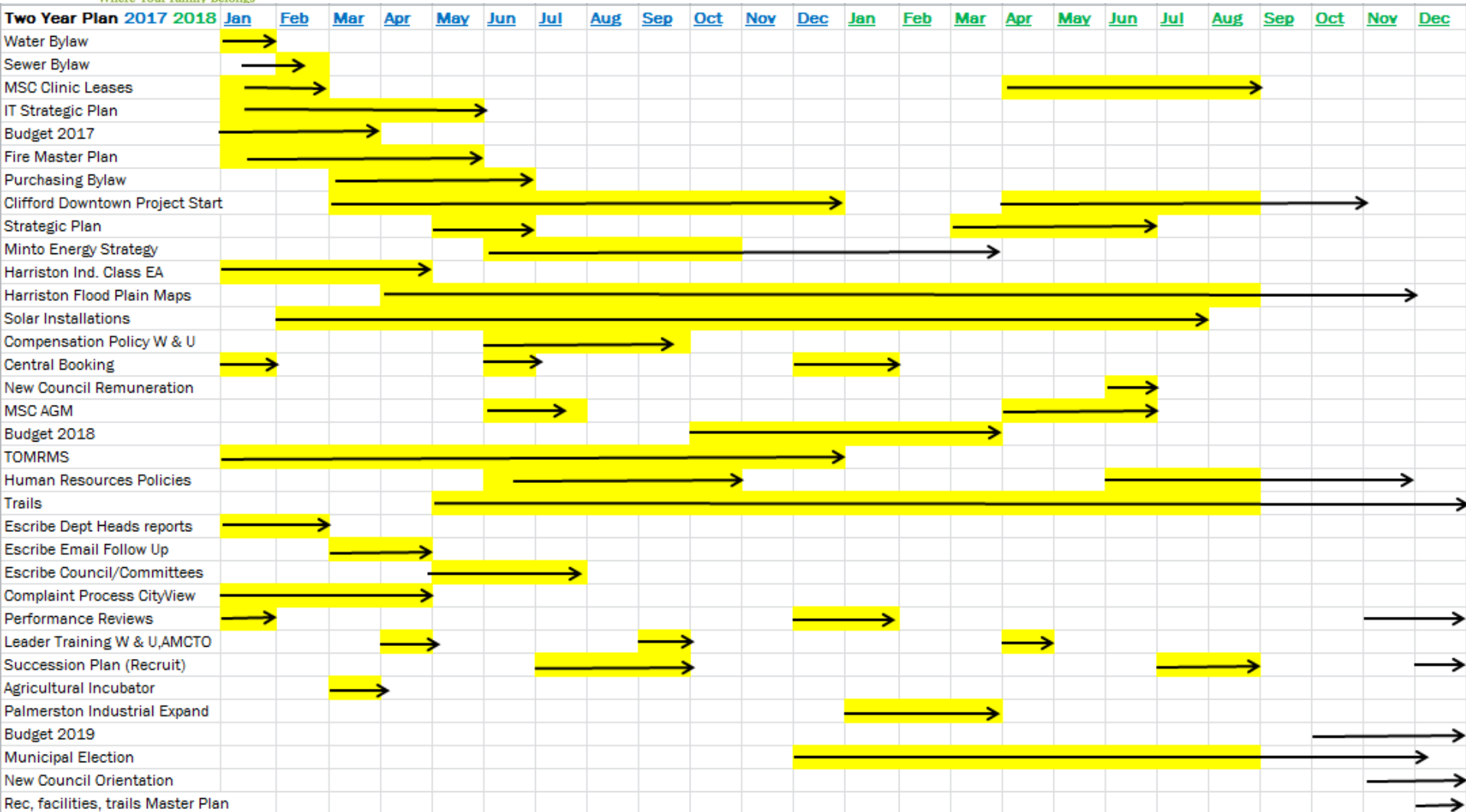
Election 2018 con't

- Review 6,000+ person voters list
- Preparing for 50 Election Day
Personnel hiring/ training
- Outreach nursing homes
- Vote Reception Centres three
community Centres
- October 22 voting day
- Additional follow up and financial
reporting obligations



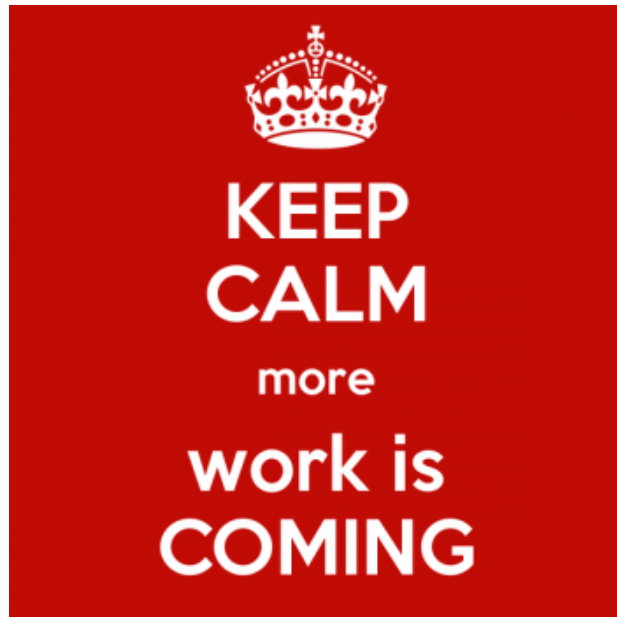
C.A.O. Clerks 2017-18 Review

- 22 open meetings, 2904 min (avg. 132 min);
- 15 closed meetings, 450 min (avg. 30 min)
- + 48 hrs open; 7.5 hrs closed
- For each 1 minute spent in closed over 6 minutes in open
- 23 open meetings, 2546 min (avg. 110 min);
- 12 closed meetings, 420 min (avg. 35 min)
- + 42 hrs open; 7.0 hrs closed
- For each 1 minute spent in closed 6 minutes in open





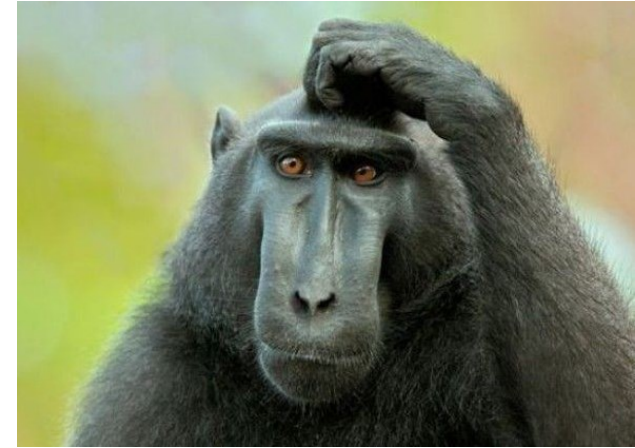
2017-18: 2 Year Plan Additions



- June 23, 2017 Flood
- February 20, 2018 Flood
- Municipal Drain Initiatives
- Acting Director Public Works
- 4 parental & 2 health leaves
- North Clifford Secondary Plan
- West Palmerston Secondary Plan
- Cemetery Master Plan



What's Coming for 2019



- Inaugural Meeting Town Hall Theatre
- Council Orientation December 11
- Provincial Funding and Reporting
- Budget January, February – April approval
- Staff Succession Planning – Decisions on Operations Structure and others
- Strategic Plan Major Update
- Flood Control Public Meeting, Report and Projects
- North Clifford Secondary Plan: Official Plan Amendment
- County Official Plan Review: West Palmerston Secondary Plan