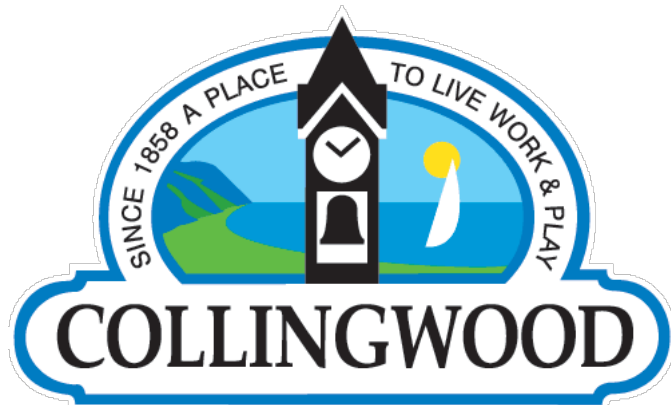


# Clerk Services

March 6, 2018



# About Clerk Services

- Records management, including the release and protection of information (MFIPPA)
- Council meeting agenda and minute preparation, procedural liaison for meetings
- Communications
- By-law Enforcement / Animal Control
- Vital Statistics (deaths and marriages)
- Accessibility policies, procedures and training
- Municipal elections
- Preparation of legal documents (contracts, agreements, by-laws)

# Budget Drivers

- 2018 Municipal Election
  - Recent amendments to the Municipal Elections Act
  - Alternate voting method – Internet/Telephone
- Increased demand for municipal information and services
- Increased public engagement and participation
- Implementation of new policies, by-laws
  - Administration and/or enforcement
- Records Management
  - Implementation and coordination of policies and practices

# 2017 Accomplishments

- Agenda Management System – Phase 1
- Realignment of Records & FOI Function
- Update of transparency and accountability policies
- Updated user fees for departmental services
- Provision of annual operation report for committees/boards

# 2018 Priorities

- 2018 Municipal Election preparation
- Agenda Management System – Next phase
- Records management system
- Development of new corporate website
- By-law and policy updates

# Unavoidable Increases

Advertising and communications	\$16,000
Integrity Commissioner fees	\$15,000
Salary related items	\$155,847
Staff training, conferences, courses and workshops	\$27,500
Transfer to capital	\$50,000
Salaries & Benefits	\$12,899
Conservation Authority	\$9,629

# Unmet Needs

- Develop and install new integrated information kiosk(s) in municipal facilities, beginning with Town Hall, with the goal of providing accessible, enhanced customer service.



# Protective Inspection & Control

- By-law Enforcement & Animal Control
- Prosecution Administration
- Enforcement of some Provincial Statutes

## Significant 2017 Accomplishments:

- Department realignment
- Launch of By-law Enforcement Page
- Review of a number of Municipal By-laws
- Community Engagement Initiatives

Pressures: Growth

Budget Requests: \$0 (COLA only)



# Parking

- Parking Program in Downtown
- Fire Route & Parking throughout Town
- Meter maintenance

Pressures: Growth , Technology, Sustainability,  
Customer Services

Budget: Payments-in-lieu for town  
Officer time changes from 50%to 35%  
Small administrative increase od \$3,100

# Parking - Capital Program

Capital requirements are paid through the Parking Reserve

2018-2022

- Meter Shelter
- Parking Signage
- Mobile Technology
- Electric Charging Stations
- Meter – Lifecycle replacement