



TOPIC:	Deputy Clerk Q1 Report January to March 2020
REPORT BY:	Deputy Clerk
COUNCIL:	Regular Meeting of Council
DATE:	April 15th, 2020

Purpose:

To provide Council with a summary of projects and tasks completed for the period of January to March 2020.

1. Reports/Policies Completed:

- Completed Water and Sewer Policy ENV-004 to include service connection procedures, repair procedure, cross connection and backflow prevention, water conservation and hydrant use including minimum requirements per Section 11 of the Safe Drinking Water Act. Submitted to Public Works Manager for review.
- Completed a Cross Contamination/Backflow prevention insert for inclusion with water and sewer bills to educate residents/business owners the importance of backflow prevention as per discussions with Fabian. Provided copy to Kevin Hart for his consideration.

2. Agendas/Minutes:

Created, completed, uploaded and filed agendas and adopted minutes for the following meetings:

January 22nd – Regular Council
January 22nd – Closed Session
February 5th – Special Council
February 5th – Closed Session
February 19th – Regular Council
February 19th – Closed Session
March 6th – Special Council
March 6th – Closed Session
March 9th – Special Council
March 9th – Closed Session
March 18th – Regular Council
March 18th – Closed Session
April 7th – Special Council

3. Correspondence / Council Follow Up

- Resolution of support for Bill 156, Security from Trespass and Protecting Food Safety Act.
- Resolution of support for the role of conservation authorities.
- Letters to BIT Committee, Heart of Hastings Hospice, Central Hastings Transit, Madoc Classic Car Show President and Madoc Venders Association advising Councils decision/direction.
- Resolution of support for Tyendinaga re: peaceful resolve to the coastal gas link project.

4. Agreements/Bylaws Complete:

- Standard Trust Agreement with the Madoc Legion to accept donations for the community pool and corresponding By-law.
- Interim Tax Levy By-law
- Temporary Borrowing By-law
- Treasurer Appointment By-law
- Deputy Treasurer Appointment By-law
- Jones Road Assuming By-law
- Zoning Amendment By-law ZBA 01-2020
- Community Development Committee Appointing By-law
- Livestock Valuer Appointing By-law and corresponding terms of reference.
- Deputy Clerk Appointment By-law
- Zoning Amendment By-law ZBA 02-2020
- Remove Holding By-law
- Hendrick Agreement By-Law
- Confirming By-laws for Jan-March meetings.

4. Lottery Licensing:

Reviewed/Issued the following Lottery Licenses:

- Madoc Lions Club Raffle
- Central Hastings Support Network Raffle
- Bruce Lee House League Raffle

Responded to requests for direction regarding cancelled events and raffles, directed organizers accordingly.

5. Cemetery:

- Completed annual Bereavement Authority of Ontario Cemetery reporting for 2019.
- Letter and remittance issued to Scotia Investments for 2019 care and maintenance contribution.

- One cremation interment arranged; service delayed due to COVID.
- Two full plot and one cremation plot sales.
- Identified available cemetery plots for interested parties.
- Arranged plot sale and interment with Social Services for preparations and payment.
- Arranged Lakeview Cemetery maintenance with Steve Walt and annual maintenance of the Young plot with Stonepath Greenhouse.

6. Vital Statistics:

- Reviewed and submitted 21 death registrations to the Division Registrar's Office.

7. Commissioner of Affidavits

- 27 various forms of documentation commissioned for residents.
- Commissioned planning applications and notices.

8. Various Projects:

- Docupet licensing program has been successfully launched. Front line staff have been trained and the program is running smoothly. To date over 100 licenses have been purchased either online or at the municipal office. A reminder notice will be submitted with the final tax bills.

9. Training Complete/Courses:

- OWDCP Municipal Investigator Training (Livestock Loss)
- Eliminating Barriers to Internal Communication
- Currently working on Accredited Municipal Professional (AMP) Designation Submission. (AMCTO)

10. Meetings attended:

- January 21st – Leadership Meeting
- January 22nd – Regular Council
- January 22nd – Closed Session
- Feb 5th – Special Council
- Feb 5th – Closed Session
- Feb 19th – Regular Council
- Feb 19th – Closed Session
- March 9th – Special Council
- March 9th – Closed Session
- March 17th – Leadership Meeting

11. Miscellaneous:

- Submitted livestock loss application to the Ministry of Agriculture, food and rural affairs.

- Arranged Livestock Valuer replacement upon receiving resignation from Clare Downey.
- Assisted CAO and Treasurer with historical information, documentation and files relating to several ongoing projects.
- Obtained quotes for filing system, file management software, IT service contract, email system update, Microsoft office software updates, server upgrade to accommodate proposed upgrades, arranged inventory of current computers and Windows software. Forwarded information to Treasurer for recommended upgrades utilizing the modernization funding.
- Completed vehicle registrations for municipal fleet.
- Completed application to the Ministry of Natural Resources and Forestry for 2020 weed harvesting permit.
- Arranged and organized installation of new high-speed internet service for municipal office, offering superior speed at no additional cost to the municipality.
- Booked travel for Mayor Deline's attendance at the ROMA Conference and hotel arrangements for Councillor Kerby at the AMO Conference.
- Arranged phone, email account, business cards etc. for Treasurer.
- Arranged email account, business cards etc. for Public Works Manager.
- Procured tablet upgrades for Fire Dept.
- Arranged upgrade and transfer of files for CEMC cell phone.
- Arranged upgrade and transfer of files for Fire Chief cell phone.
- Assist the CAO as required.
- Assist Deputy Clerk/Planning Coordinator with correspondence.
- Purged and organized files in vault. Prepared files for shredding as per our retention schedule.

12. In Progress

- Animal Control Policy to replace outdated By-law which will include exotic animals, dog licencing, kennel licencing, animal control procedures, livestock loss fees and procedures.
- Training and preparation for implementation of TOMRMS filing system.
- Arrangements for Space File system payment, delivery, installation and setup.
- Event Sponsorship Policy including request for funding forms.

RECOMMENDATION(S)

- That Council receives the report for information.