

CLERK'S DEPARTMENT

Staff Report C-112-11

Approval Date: August 9, 2011

From July 1 to 31, 2011

A. Clerk/Deputy CAO and Admin Staff Meetings and Responsibilities

- July 6 – By-law Committee Meeting, proctored AMCTO Municipal Administration Exam
- July 11 – Regular Council Meeting
- July 26 - Meeting on Subdivision Process
- July 27 – Meeting on Sifton Subdivision Agreement and Inspections
- July 28 – Meetings with applicants on two site plans
- July 29 – Wedding

B. Clerk's Department Work Matters:

- Agreements – working to finalize Sifton subdivision agreement and working on Oak County Homes Ltd. subdivision agreement
- By-laws – researching and revising Council Code of Conduct; researching municipal policies on Accountability and Transparency; revising Procedural By-law; researched and wrote Records Retention By-law; and, continued to work on 2011/12 Fees and Charges By-law
- Committees – continued to review current structure and draft Committee Policy Manual
- Council – prepared one regular Council meeting agenda (July 11th)
- OMB Hearings – n/a; PL100259 (Reeves) hearing continued August 23-25

- Organizational – working on second draft of corporate organizational chart
- Planning – working on three (3) site plans and enhancing site plan process and procedures
- Property – n/a
- Reports – drafted report on new proposed Records Management System, drafted report on revisions to the Procedural By-law and a report on a revised Council Code of Conduct and policies on Accountability and Transparency
- Tenders – n/a

C. Information Technology Section

Outages

The UPS powering the network switches for the second floor of the Town Hall had went down on Friday July 29 due to battery failure. This was rectified with a replacement battery.

Current Projects

Replacing game machines in the YTLC at fusion.

Other Projects

Electronic Billboard Main Foyer Shared project with the County Library

Class upgrade to Version 7.0 moving to a July timeframe

Setup additional domain controller

VPCC network upgrades before Class upgrade (pending water tower radio repair)

POS Terminals Fusion and VPCC

Building Permit Remote availability July/August timeframe

Upgrading Fusion's YTLC lab computers

2008 Server Training – August

***NOTE:**

- (1) See Attachment A for monthly statistics

Respectfully submitted,

Marsha L. Paley, MCIP, RPP, CMO
Clerk / Deputy Chief Administrative Officer

Attachment A:**Monthly Statistics*****Marriage Licenses*****Total – 43 (Total Revenue: \$3,870.00)**

Marriage Licenses Issued for Ingersoll Residents - 10
 Number of Out-of Town Licenses issued by the Town – 33

Weddings***Ceremonies Held*****Total – 3 in July; 2 off-site and 1 in-house*****Ceremonies Inquiries/Bookings*****Total – 2 in July*****Burial Permits*****Total – 13 (Total Revenue: \$35.00)**

In-town:	6
Out-of town:	7

Commissioners Oaths**Total - 16 (Total Revenue: \$165.00)**

In-town:	15
Out-of-town:	1

Paratransit Tickets**Total - 249 (Revenue: \$747.00)**

Parking Passes**Total – 1 (Revenue: \$30.00)**

Day Parking Permits: 1

Evening Parking Permits: 0 (Nightly parking ban lifted)

Parking Infractions**Total – 103 tickets issued (Revenue: \$2, 063.00)**

Paid in Full: \$1,435.00

Partially Paid: \$225.00

Late Fees: \$115.00

Service Fee: \$228.00

Sub-Total: \$2,063.00

Voided: \$2,110.00 (8 tickets)

Reinstated: \$10.00 (1 ticket)

Dismissed: \$300.00 (15 tickets)**Sub-Total: \$2,420.00*****Plaques Ordered***Commemorative Plaques - 1 (*Total Cost: \$45.00*)Includes: 90th Birthday***Certificates Ordered: 0******Hawkers and Pedlars Licenses:*****Total: 1 (Revenue: \$200.00)**

Lottery Licences**Total – 1 (Total Revenue: \$147.00)*****Information Technology***

Help Desk Statistics

Tickets Opened – 146

Tickets Closed – 140

Tickets Open and
Outstanding – 6**South-West Oxford**

Open Calls	9
Total Billable Hours for July	2.92
Total Amount Billable including mileage	\$102.08