

## 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 11<sup>th</sup>)
- 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
<b>Sub-Total:</b>	<b>\$2,063.00</b>

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: 90<sup>th</sup> 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