



**Town of Ingersoll
Clerk's Department Report
C-010/13**

TO: Mayor Comiskey and Members of Council
FROM: Marsha Paley, Clerk/Deputy Chief Administrative Officer
DATE: January 8, 2013
SUBJECT: Clerk's Department 2012 Year End Statistics Report

Recommendation:

THAT the Council for the Town of Ingersoll receives for information the Clerk's Department Report C-010/13 entitled Clerk's Department 2012 Year End Statistics Report.

Discussion:

The Clerk's Department began to record statistical information on the various responsibilities staff performs especially those which result in revenue or expenses in 2010. On a monthly basis, these statistics are found in the Clerk's Department monthly report. The following report is a compilation of the entire year of 2012 statistical information. As we have statistics for both 2011 and 2012, this report also includes a comparison of these year-end statistics revenues.

The numbers generated will offer some general information on trends, cost centres, areas of potential revenue generation and workloads changes. It will give a level of performance measurement for the Clerk's Dept.

Financial Implications:

None for this report.

Attachments:

- Attachment 1: 2012 Year End Statistics
- Attachment 2: Meetings of Council, Reports, Resolutions and By-Laws
- Attachment 3: Comparison of 2011 and 2012 Revenues
- Attachment 4: Year End Report from Information Technology Section

Summary:

The 2012 Year End Statistics Report provides a basis for subsequent annual statistical reports.

Respectfully submitted:

Original Signed by

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

Attachment 1: 2012 Year End Statistics

The following are the vital statistics and summary information for Marriage/Death Registrations, Commissions of Oaths, Paratransit, Lottery Licences, Plaques/Certificates ordered and Parking Permits and Infractions for the Town of Ingersoll for the period of January 01 to December 31, 2012:

A. Marriage Licenses Total: 243 (Total Revenue: \$21,870.00)

Marriage Licenses Issued for Ingersoll Residents - 69
Number of Out-of Town Licenses issued by the Town – 174

Alberta	2	Mt. Elgin	1
Belmont	2	Mt. Forest	1
Brantford	1	Michigan	1
Bright's Grove	1	Mississauga	2
British Columbia	2	Netherlands	1
Brussels	1	Newfoundland	1
Burlington	1	Norwich	1
Clinton	2	Paris	1
Courtland	1	Plattsville	1
Dorchester	3	St. Marys	1
Embro	2	St. Thomas	1
Fergus	1	Salford	2
Font Hill	1	Sweaburg	1
Innerkip	1	Thamesford	12
Kitchener	1	Tillsonburg	3
Lakeside	1	Thorndale	2
Langton	1	Toronto	3
Lively	1	Waterloo	1
London	87	Woodstock	25
Malaysia	1		

B. Civil Marriage Ceremonies – Total: 27 (Total Revenue: \$7, 000.00); including one renewal of vows and two pledge ceremonies

Legend: OS – Off Site
CC – Council Chambers

January -	1 (OS)	July -	5 (2 CC; 3 OS)
February -	0	August -	6 (2 CC; 4 OS)
March -	0	September -	3 (3 OS)
April -	3 (OS)	October -	2 (OS)
May -	0	November -	0
June -	3 (2 CC; 1 OS)	December -	4 (CC)

B. Burial Permits – Total: 234 (Total Revenue: \$845.00)

In-town: 65 (currently no cost)
Out-of town: 169 (\$5.00/permit)

C. Commissioners Oaths – Total: 157 (Total Revenue: \$1,640.00)

In-town: 143 (\$10.00/commission)
Out-of-town: 14 (\$15.00/commission)

D. Paratransit Tickets – 4,545 (Total Revenue: \$13,635.00) (\$3.00/ticket)

E. Parking Passes - Total: 42 (Total Revenue: \$1,320.00)

Day Parking Permit: 30 (\$30.00/month)
Evening Parking Permit: 10 (\$30.00/month)
24-Hour Parking Permit: 2 (\$60.00/month)

F. Parking Infractions – Tickets issued: 718

Paid in Full: \$10,940.00 (639 tickets in total)
Partially Paid: \$2,520.00 (111 tickets in total)
Late Fees: \$965.00
Service Fee: \$1,968.00

Total: \$16,383.00

G. Plaques Ordered - Total: 10 (Cost per plaque: \$45.00)

H. Certificates Ordered – Total: 1

I. Lunch Wagon Permits – Total: 1 (Total Revenue: \$300.00)

J. Transient Traders Licences – Total: 5 (Total Revenue: \$1,092.00)

K. Lottery Licences – Total: 24 (Total Revenue: \$3,464.31)

Bingos: 2

Nevada: 6

Raffle: 16

Attachment 2: Meetings of Council, Reports, Resolutions and By-Laws

A. Meetings

Regular Meetings of Council:	12
Special Council Meetings:	10
<u>Council Education & Training</u>	<u>2</u>
TOTAL:	24

B. Reports

The Clerk's Dept. prepared seventeen (17) reports for Council in 2012 including:

- 1) Proposed Revisions to Ingersoll's Downtown Parking Enforcement Program, Report No.C-027/12
- 2) Proposed Site Plan Process Interim Report, Report No. C-028/12
- 3) Clerk's Department 2011 Year End Statistics, Report No.C-029/12
- 4) Clerk's Department 2012 Annual Work Plan, Report No. C-30/12
- 5) Employee Code of Conduct, Report No. C-74/12
- 6) Excellence in Customer Service Policy and Charter, Report No. C-75/12
- 7) Who Does What List, Report No. C-76/12
- 8) Request for Funds from Administrative Equipment Reserve, Report No. C-93/12
- 9) Twinning With Great Barrington, Report No. C-105/12
- 10) Update on Ingersoll's Records Management Program, Report No. C-120/12
- 11) Lease of Clark Road Property for Agricultural Purposes, Report No. C-133/12
- 12) 2013 Holiday Closure and Statutory Holiday Schedule Report No. C-159/12
- 13) 2013 Regular Council Meeting Schedule Report No. C-160/12
- 14) Proposed Town of Ingersoll Fence By-law Report No. C-163/12
- 15) Transfer Funds Operational Report No. C-167/12
- 16) Branding Background Report No. C-168/12
- 17) Animal Control & Paratransit Services Tender Results, Report No. C-182/12

C. Resolutions

The Clerk's Dept. prepared (356) resolutions including:

- 1) Development of an Ad Hoc Branding Committee;
- 2) Proposed Fence By-Law;
- 3) Creation of a Committee for Safe Cycling in Ingersoll;
- 4) Implementation of Municipal Records Management System;
- 5) Twinning Policy with Town of Great Barrington, Massachusetts

D. By-laws

The Clerk prepared (32) by-laws for Council in 2012 such as:

Legend: () By-laws created to adhere with Provincial legislative requirements.

By-Law Type	Number Developed	Topic
Amendments	1	Benefits to Non-Union Retired Employees By-Law No. 03-4086
	1	Civil Marriage Solemnization By-Law No. 10-4590
	1	To establish fees & charges By-Law No. 09-4481
	1	Mid-Town Motors By-Law No. 04-4160
	1	Traffic By-Law No. 06-4327
	1	Zoning By-Law No. 04-4160 (Reeves Realty, McKeand St.)
	1	Signs & Accessible Parking By-Law No. 06-4327
	1	Amend Sifton Properties Subdivision Agreement By-Law No. 12-4673

By-Law Type	Number Developed	Topic
Appointments	1	Fire Chief
	1	Commissioner
	1	Ingersoll Economic Development Committee
	1	Deputy Division Registrar
	1	Deputy Clerk
Funding	1	Dedicated Gas Tax Funds for Public Transportation Agreement with the Minister of Transportation
	1	Ontario Infrastructure and Lands Corporation – temporary and long-term borrowing
Loan Agreements	1	Façade/Signage Revitalization Loan - Ingersoll Masonic Temple, 190 Thames St. S.
Naming & Changing of Names of Highways	1	McKeand Ridge Subdivision road Riddell Crescent
	1	Fuller Drive and Walker Road
Pre-Servicing Agreement	1	Sifton Properties Ltd.
Sale of Lands	1	Vacant lands on Kirwin Drive
Service Agreements	1	Olde Tyme Taxi – Paratransit
	1	Hillside Kennels – Animal Control
Signage	1	Sifton Properties Ltd.

By-Law Type	Number Developed	Topic
Site Alteration Agreement	1	Reeves Realty Corporation
	1	BW Conn, Daniel Street
Subdivision Agreements	1	Reeves Realty
	1	Sifton Properties Ltd.
	1	Cloveridge North with Oak County Homes
	1	Sifton Properties Ltd.
Temporary Borrowing	1	Ontario Municipal Corporation
Treasury	1	2012 Interim Tax Levy & Payment of taxes and penalty and interest charges
	1	2012 Estimated current & capital expenditures for the Town of Ingersoll & establishment of rates of taxation and collection of taxes

Attachment 3: Comparison of 2011 and 2012 Revenues

Category	2011	2012
Marriage Licenses – Total Revenue	\$17,100.00 (190)	\$21,870.00 (243)
Civil Wedding Ceremonies	\$1,800.00 (15)	\$7,000.00 (27)
Burial Permits – Total Revenue	\$275.00 (55)	\$845.00 (169)
Commissions – Total Revenue	\$1,910.00 (178)	\$1,640.00 (157)
Paratransit Ticket Sales	\$13,104.00 (4,368)	\$13,635.00 (4,545)
Parking Permits – Total Revenue	\$1,300.00 (44 1/2)	\$1,320.00 (42)
Parking Tickets Issued – Total	\$34,110.00 (1,182)	\$16,383.00 (718)
Voided/Dismissed Tickets	\$16,687.00 (180)	N/A
Parking Infractions – Total Revenue	\$22,763.00	\$12,746.00
Plaques Ordered	18	10
Certificates Ordered (anniversary/birthday)	6	1
Lottery Licenses	\$2,821.59	\$3,464.31 (21)
Lunch Wagon Licenses	\$0.00	\$300.00 (1)
Transient Trader Licences	\$400.00 (2)	\$1,092.00 (5)

Attachment 4: Year End Report from Information Technology Section

Town of Ingersoll

1,223 Calls opened in 2012

18 Calls created in 2012 carried over into 2013

Township of South-West Oxford

76 Calls opened in 2012

\$3,951.00 plus mileage was billed to the Township for 2012 Services