



# Clerks Department

---

**2024 Budget**

# Clerks Department Mandate

---

---

- Build public trust and confidence in local government
- Administering municipal elections
- Manage the decision-making process by supporting Council and committee meetings
- Make information accessible to the public while protecting privacy
- Provide leadership in matters of protocol
- Providing administrative support to Members of Council
- Processing registry licenses

# Clerks Department

## Roles and Responsibilities

- Effective delivery of public legislative services, meeting management, and Governance.
- Administrative support to Advisory Boards & Committees of Council.
- Communications, Tourism and Film Liaison
- Legislative Compliance
- Municipal Leases
- Climate Change Coordination
- Health and Safety
- Legal Services
- Voters List Management
- Leadership to By-Law Enforcement and Animal Services

# Clerks Department 2023 Achievements

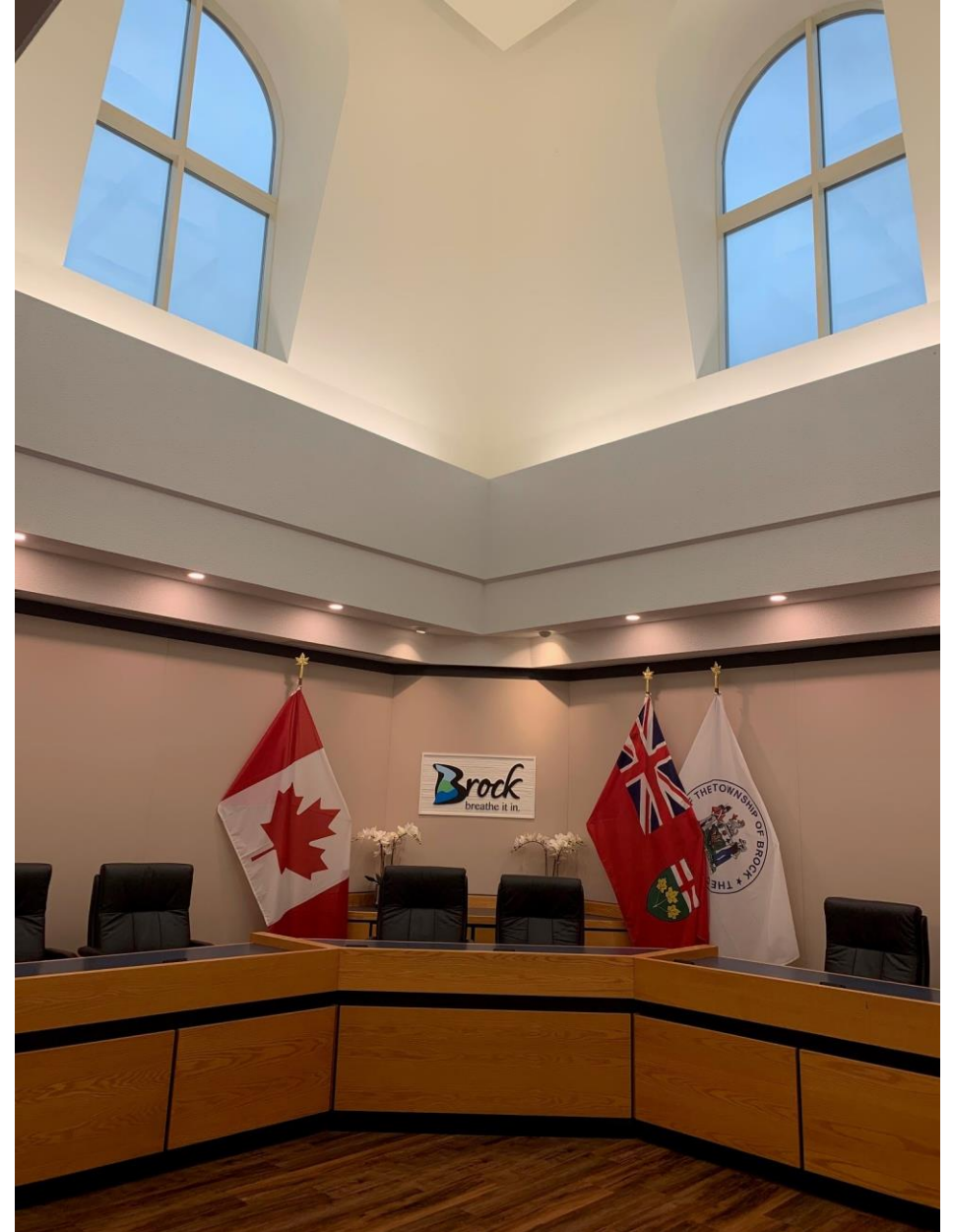
- Public Engagement Charter
- Social Media Policy
- Council Staff Relations Policy
- Procedural By-law updates – Hybrid meetings
- Tri-Council Integrity Commissioner Training
- Enhanced Communication & Tourism platform
- LEAD – Accessibility & Inclusion Strategies
- Sign By-law survey and public meeting
- Municipal Lease review and renewals
- Insurance review of municipal owned buildings
- Legal services review
- Introduction of civil ceremonies



# Clerks Department

## 2023 measurables

- 53 Marriage licences, 5 Civil Ceremonies
- 168 burial permits, 15 Interment Rights
- 16 FOI Requests
- 32 leases and agreements executed
- 67 By-laws
- 35 various municipal licences
- 75 Committee, Council, and Special Council meetings
- 11 Advisory Committee meetings
- 3 Tile Drainage applications



# Clerks Department 2024 Work Plan

---

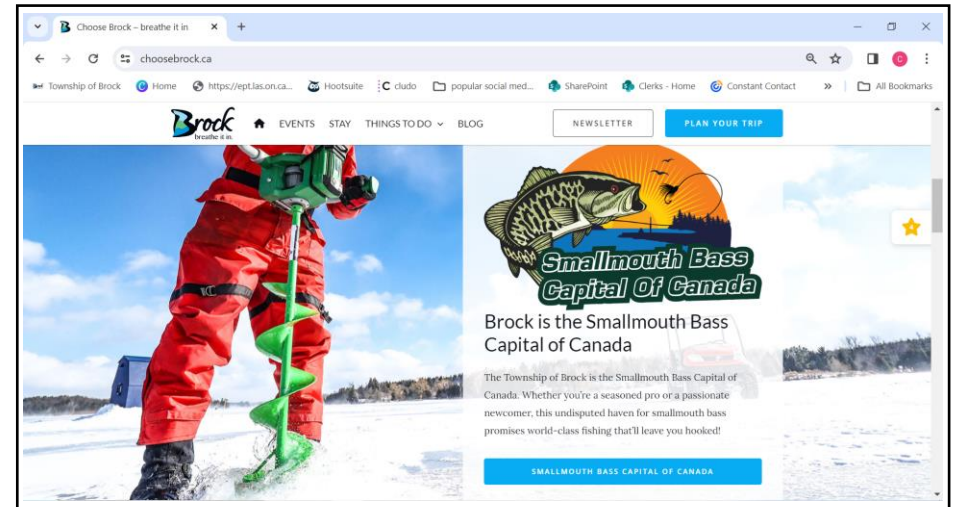
---

- Municipal leases, re-writing agreement templates for expired or renewals
- Appraisal of leased spaces and aligning leased rates
- Preparing a draft sign by-law for Council approval and implementation
- Implementing recommended KPI process from Core Services Review
- Training and implementing electronic Bids & Tenders
- Energy Conservation & Demand Management Plan
- Records Management review
- DEI Internal Committee and Abilities Centre LEAD action plan
- Continue refining hybrid council meetings

# Clerks Department

## New Initiatives and New Staffing

- Commissioning of a qualified appraiser to provide a “fair market” value of all municipally leased spaces
- Communication & Tourism enhanced budget
- Transitioning the Communication & Tourism Coordinator from full time contract to permanent full time



2024 Budget

# Clerks Department 2024 Outlook



- The Clerks department will provide improved meeting efficiencies through technology including hybrid options
- A greater focus on existing processes and matters to occur with a full staff compliment





**Thank you**

---

