



**Clerk's Department,
By-law Enforcement &
Animal Services Department**

2022 Budget Presentation



Clerk's Department

Annual Roles & Responsibilities:

- Municipal Clerk has legislated responsibilities
- Clerk's – 4 full-time staff and 1 part-time staff
- Council meeting facilitation (Council agendas, minutes, by-laws, resolutions, follow-up correspondence, livestream & recording)
- Advisory Boards & Committees of Council – administration and support
- Cemeteries – records management, burial administration
- Communications – website, social media accounts, e-newsletter, advertising, public notices, media releases, CII
- Drainage (municipal drains & tile drainage)
- Accessibility Coordination
- Municipal Licenses and Permits
- Freedom of Information Requests
- Vital Statistics – Burial Permits, Death Records, Marriage Licenses, reports to Registrar General



2022 Additional Responsibilities:

- Administration and Delivery of Municipal & School Board Election
- Inaugural Meeting of Council
- Participation in Council Orientation.





Clerk's Department

2022 Priorities & Pressures:

- COVID-19 – working from home, changing processes
- Increased importance in electronic document records management
- 2022 Municipal & School Board Election (administration and delivery)
- Accessibility and meeting AODA requirements
- Continued advisory committee support
- Need to recruit for a maternity leave for a key position
- Increase in the need for dedicated Communications Coordinator





By-law & Animal Services Department

Annual Roles & Responsibilities:

- By-laws & Animal Services – 3 full-time staff and 3 part-time staff
- Operating the Dench Animal Shelter:
 - Ensuring compliance with applicable legislation
 - Providing quality care to animals in distress
 - Fostering, impounding, and adoption
 - Collaboration with PAWS
- Animal Control & Enforcement (attacks, muzzle orders, dog tags, kennels)
- Provide education for voluntary compliance & enforcement as required with respect to all municipal by-laws including but not limited to:
 - Property Standards
 - Noise
 - Parking
 - Off road vehicles





Clerks and Bylaw/ Canine Departments

2021 Operating and Capital Budget Update

Account	2021 Budget	2021 Forecast	Forecast Variance	Notes
Legal Fees	\$150,000	\$ 361,182	\$ 211,182	Overage related to Durham Supportive Housing costs for Brock. Will be funded from Rate Stabilization
Consulting Fees	\$30,000	\$12,142	\$(17,926)	Completed Ward Boundary Review for less than anticipated
Capital – Cat Cages and Truck Cap	\$20,000	\$ 12,000	\$(8,000)	Projects complete however there are delivery delays until 2022 - \$9,000 of the Forecasted amount will be set aside to pay for the 2022 delivery



Clerks and Bylaw/ Canine Departments

2022 Operating Budget

Account	2022 Budget	2021 Budget	Variance	Notes
Legal Fees	\$50,000	\$ 150,000	\$ (100,000)	2021 Budget was increased due to known legal issues in 2021
Transfer to Rate Stabilization Reserve	\$100,000	\$0	\$100,000	To provide funding for over budget legal fees in 2021 or to fund a Legal Fees Reserve
Consulting	\$15,000	\$30,000	\$(15,000)	Ward Boundary Review completed in 2021