

MONTHLY REPORT – APRIL 2019

Clerk and By-law Enforcement departments

Date: May 13, 2019

Submitted by: Christine Groulx, clerk

Achievements

Clerk

The position of Deputy Clerk has been filled and the hiring process for Clerk Typist III has begun.

The Escribe software was installed in April and the Clerk department has undergone intensive training by attending 6 webinars. This training was for the initial set-up of the system including the templates for the agendas, the monthly reports and recommendations and also, the administrator rights. The software was used by the clerk for the first time at the April 29th meeting. In May, staff and Council members will be trained. We are aiming to be fully using Escribe at the May 27th meeting.

During April, we have issued/received:

Burial permits: 17

Marriage licence: 10

Commissioner of oaths: 7

Lottery permits and reports: 21

Request for information: 0

Application for Business licence: 0

By-law Enforcement

The annual report was submitted to the Ministry of Transportation. This report makes an overview of the number of times the Aris system has been used by the by-law officers to proceed parking tickets.

A request has been received from a taxi company to have two vehicles recognized as back-up

if one of its vehicles breaks down.

Work-in-progress

The renewal of the Town's insurance will be more complicated than expected. The company BFL has announced a substantial increase in premiums caused in part by the Town's bad claim experience and also by the overall market. We have therefore decided, following the recommendation of Mr. Stephen J. White, the Town's insurance consultant, to ask for prices from other companies.

Professional development

The clerk attended on April 11th in Rockland a meeting of the Prescott and Russell Administrators, Clerks and Treasurers Association. This Association meets 4 times a year and it is an opportunity to share information with colleagues.

The clerk also attended the AMCTO forum in Kemptville on April 12th. Several matters have been discussed including municipal elections. Presentations were made by different municipalities on their elections success and mishaps. The information gathered will be used in the report to be submitted to Council.

Upcoming activities and projects

Officer Steve Loiselle will be attending a one-week property standard training in May.

Capital projects update

None.

Monthly statistics

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Approved by Daniel Gatien,
Chief Administrative Officer