

# Corporate Services/Clerk

Jessie Clark, Director of Corporate Services/Clerk

Ann Rooth, Deputy Clerk

Bianca Dragicevic, Executive Assistant to the  
CAO/Legislative Coordinator



# Agenda

- Our Team
- Departmental Duties
- A Day in the Life
- Legislation
- Policies
- By-laws
- Budget
- Future Plans/Goals
- What Happens Next?



# Our Team

- Jessie Clark, Director of Corporate Services/Clerk
- Ann Rooth, Deputy Clerk
- Bianca Dragicevic, Executive Assistant to the CAO/Legislative Coordinator

## Did you know?

The Clerk is a mandatory position under the Municipal Act, 2001, Section 228. The Deputy Clerk has all the powers and duties of the Clerk under the Act



# Departmental Duties

## Council Support Services

- Agendas
- Minutes
- Reports
- Policies
- By-laws
- Procedural matters

## Committees

- Provide administrative, secretarial and technical support to Committees and Boards
- Facilitate and manage the recruitment and appointment process and make recommendations to Council
- Periodic review of Policies, Committee and Board Structure and Terms of Reference



# Departmental Duties

## Accessibility

- Assist with developing, implementing and enforcing accessibility standards
- Coordinate development of Multi-Year Accessibility Plan and annual status updates
- Provide input into Provincial Accessibility Reports (every two years)



## Records Management

- Responsible for the maintenance of corporate records:
  - **Who** has access
  - **Where** documents are stored
  - **When** the document gets destroyed
- Management of electronic records management software
- Provide training and resources to staff on release of information
- Respond to Freedom of Information requests

# Departmental Duties

## Licensing

- Marriage Licences
- Lottery Licences
- Liquor Licence extensions

## Election

- Conduct elections that are fair, consistent, non-biased, accessible and with integrity.

## A few other things we do...

- Marriage Ceremonies
- Vital Statistics Registries
- Act as Commissioners of Oath
- Administer the Line Fences Act
- Cemeteries



# Departmental Duties

## Procurement

- Provide procurement advice and services to Departments
- Issue Request for Tenders, Request for Proposals, etc. and draft contracts
- Report to Council on awards under delegated authority

## Real Property

- Real Estate Transactions
- Purchase of Shoreline Road Allowances
- Sale and use of unopened Road Allowances



# A Day in the Life

- Changes from day to day
- Wide range of responsibilities





# Legislation

- What legislation are we governed by?
  - Municipal Act
  - Municipal Elections Act
  - Municipal Conflict of Interest Act
  - Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)
  - Planning Act, Marriage Act, Vital Statistics Act, and **many** others



# Policies

- The Municipality has many Policies, approved by Council
- The [Council Orientation Page](#) on the Trent Lakes Website includes links to key policies the Municipality must have under the Municipal Act.
  - Accountability and Transparency
  - Public Notice
  - Council Staff Relations
- Another policy you will get familiar with:
  - Council Conferences and Expense Claims



# By-laws - Rules

- By-laws are the documents, passed by Council, that create Municipal Government rules, such as:
  - Remuneration of Council By-law
  - Procedure By-law
  - Council Code of Conduct
  - Delegation of Powers and Duties By-law



## Did you know?

Council makes decisions and gives direction to staff by passing resolutions and enacting By-laws

# Budget

- Responsible for preparing the budget for:
  - Council
  - Integrity Commissioner
  - Election
  - Contributes to the General Government budget



# Future Plans/Goals

- Committee Structure Review
- Strategic Plan
- Upstairs Vault Review



# What Happens Next?

- Inaugural Meeting – November 21<sup>st</sup> at 7:00 p.m.
- Council Orientation (continued):
  - November 21st (a.m.)
  - November 25th (full day with Road Tour)
  - November 29th ( full day at Cavan-Monaghan Community Centre)
- First Regular Council Meeting – November 22<sup>nd</sup> at 1:00 p.m.



# Questions?