

MONTHLY REPORT

To:	Mayor Stratthdee and Members of Council
From:	Corporate Services
Date of Meeting:	28 November 2017
Subject:	COR 39-2017 November Monthly Report (Corporate Services)

RECOMMENDATION

THAT COR 39-2017 November Monthly Report (Corporate Services) be received for information.

DEPARTMENTAL HIGHLIGHTS

Clerks Department

- Licensing
 - Lottery – Reviewing final reports and closing licences. Processing applications for new licences (ongoing).
- Bylaws
 - Reviewing and updating a number of bylaws
- Policy & Procedures
 - Integrity Commissioner – met with Clerks from the County of Perth, Perth South, and West Perth to review the RFP submissions for an Integrity Commissioner.
- Delegation of Authority – reviewing delegation of authority across the organization and ensuring compliance with Attorney General
- Remembrance Day Service - planning and implementation
- Heritage
 - Heritage Property Tax Rebate Program – Notification to eligible property owners by mail has occurred. Information and application package is on website. Additional communication campaign will take place in the New Year.
 - Municipal Register of Cultural Heritage Properties – letter of notification to property owners included in Draft document has been sent. A public information session will be held on Thursday, December 7 at 6:00 pm at the Multi-Purpose Room, Friendship Centre.

Corporate Communications

- Corporate Communications Strategy
 - Interviews for part-time contract Events Coordinator were completed in early November.
 - The successful candidate has accepted the position; an announcement will be made shortly.
- Media Relations
 - Sent out 7 media releases between mid-October and mid-November
 - Resulted in 27 solicited news stories
- Social Media:
 - Facebook (since October 19):
 - 57 new page likes; 59 new page followers

- Best performing paid post: Photo of flags lowered to half-mast to recognize the death of Gord Downie (reached a record 19,397 users, prompted 1,065 reactions, 41 comments and 136 shares)
- Best performing non-paid post: Post about new parking stall procedures for the Santa Claus Parade (reached 9,850 users, prompted 289 reactions, 56 comments and 71 shares)
- Twitter (since September 17):
 - 21 new followers
 - Best performing tweet: Tweet about BX93 being involved in this year's Lighting of the Lights ceremony at the Flats (garnered 2,512 impressions and 13 engagements)
- Promotional & Communication Campaigns
 - Youth Centre Frank Cowan Company cheque presentation; parking stall closure for Santa Claus parade; "Celebrate the Season" Christmas promotion; Remembrance Week; Carbon Monoxide Awareness Week; Coffee with Council; Sparling Bush Open House; Canada 150 time capsule; Friendship Centre Craft Show; Water flushing program
- Publications
 - Spring and Summer 2017/208 Recreation and Leisure Guide internal deadline mid-November
 - Aquatics Centre schedule flyer design

Events

- Festive Outdoor Light Display
 - Horse-drawn wagon rides booked for December 16, 17, 23 and 24 from 6:30 – 8:30 pm at Milt Dunnell Field
 - Lighting of the lights ceremony after parade on Friday, November 17
 - Festive lights sponsorships
 - \$7,425 in sponsorships received
 - \$2,612.48 in outstanding commitments still to be received/processed

Information Technology

- 53 support tickets closed
- Preparing network for various camera installs
- Updated firewall, forced updates on mobile devices and pushed new firmware to all wireless access points to combat KRACK vulnerability
- Working on an on-premise drop-box style file sharing server for staff
- Attended MISA security conference, brought back solutions and ideas for Town network.

Geographic Information Systems (GIS)

- 111 Locates for September, 10% increase from October 2016
- 8 municipal consent requests approved
- IT support for Town staff
- Completion of Library computer upgrades
- IT support for Child Care laptop and tablets
- Creation of mailing lists for Town staff
- Large format printing for various Town staff

Economic Development/Culture

- Perth South hosted a well-attended Networking Breakfast on October 30th, 7:30am-9:30am at the River Valley Golf Club
- Attended the Labour Market Taskforce meeting
- Youth Development
 - Perth4Youth Project

- The Perth4Youth Celebration Event scheduled for Wednesday, November 22 from 6:45-9:00pm at the Perth County Emergency Services Building, Stratford has been postponed until the New Year.
- Business Attraction, Retention & Expansion
 - New Business consultations: Had discussions and shared information with prospective business operators.

VIA Services

- During the month of October there were 249 Boarding, 295 Arriving, and 75% of tickets were printed on site

OUTSTANDING ISSUES AND PROJECT LIST

As above.

SPENDING AND VARIANCE ANALYSIS

None to report.

REVIEWED BY

Recommended by the Department



Trisha McKibbin
Director of Corporate Services

Recommended by the CAO



Brent Kittmer
CAO / Clerk