

# Corporate Services



4,625 Residential Units



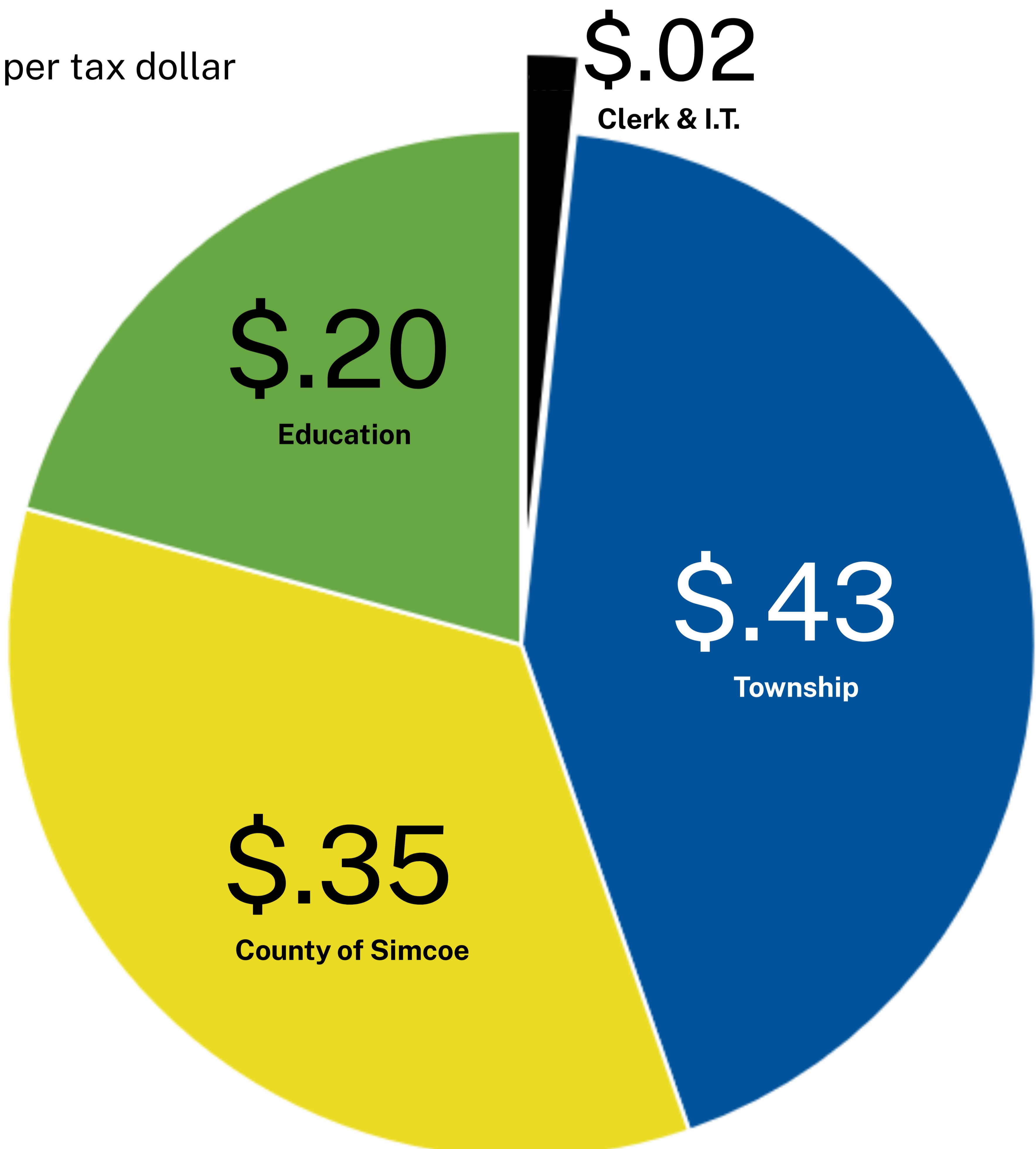
Avg. Annual Township  
Budget = \$21,176,130

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**1% Tax Increase = \$230,000**

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Cents per tax dollar



# Corporate Services Department

## Core Functions

### Office of the Clerk

- Council and Committee Secretariat
- Deputations to Council
- Elections
- Freedom of Information (FOI) Requests
- Commissioning Services
- Lottery Licences
- Marriage Licences and Civil Ceremonies
- Accessibility

### Corporate Communications

- Township website
- Digital media
- Newsletter

### Customer Service

- Facility Rentals
- Report a Concern
- General Inquiries

### I.T. Services

- Internal Business Support
- Special Projects

## Legislative Requirements

Provincial legislation such as the Municipal Act, 2001, the Municipal Elections Act and the Municipal Freedom of Information and Protection of Privacy Act outline the roles and responsibility of the Clerk these include:

- Recording meeting minutes without note or comment
- Maintaining copies of all by-laws and minutes
- Conducting Municipal elections
- Processing FOI requests



## Council Meetings

Regular Council Meeting are scheduled for the 2<sup>nd</sup> Wednesday of each month starting at 5:30 p.m. for Closed Session and 6:30 p.m. for the Open Session portion of the meeting.

### Did you know....

- Regular Council Meeting agendas are published on the Thursday prior to each meeting.
- All meetings can be viewed on the Township YouTube channel.
- A full Re-Cap of Council meetings is also available on the Township's website [adjtos.ca/macr](http://adjtos.ca/macr)