



Managing Director
of Corporate
Services & Treasurer

LEGISLATIVE SERVICES

Legislative Coordinator

Municipal Law
Enforcement Officer

Manager of
Legislative Services
& Municipal Clerk

Deputy Municipal Clerk

Cemetery Admin
& Licensing Officer

Customer Service
Associates

WHAT WE DO

Legislative Services provides administrative support to Council and Committees while ensuring compliance with legislation as well as County and Township By-laws. In addition, the department is responsible for:

- By-law Enforcement
- Cemetery Administration
- Civil Marriage Ceremonies
- Municipal & School Board Elections
- Animal Control
- Vital Statistics
- Lottery, Vendor & Marriage Licensing; and,
- Records Management and Access to Information

KEY FACTS

Legislative Services:

- 1 Cemetery - Completed 45 contracts and 120 interments
- 2 Sold 2,066 dog tags and inspected and licensed 7 kennels
- 3 Issued 205 marriage licenses and performed 41 civil ceremonies
- 4 Issued 44 Vendor Licenses and 13 Lottery Licenses, and commissioned over 100 documents
- 5 Supported 15 Council meetings, 8 Committee of the Whole meetings and 26 Advisory Committee meetings

By-law Enforcement

- 1 2022 By-law complaints action: 230 (property standards, zoning compliance, sign, fencing & site alteration)
- 2 55 complaints received via Orders/Letters/Notices and 69 complaints compiled through education and discussions
- 3 Working on 42 active files and referred 27 to the Building Department
- 4 6 pending court cases out of the 55 complaints

NUMBER OF STAFF:

7

- Manager of Legislative Services & Municipal Clerk
- Deputy Municipal Clerk
- Legislative Coordinator
- Municipal Law Enforcement Officer
- Cemetery Administrator & Licensing Officer
- Customer Services Associate (2)

CURRENT & UPCOMING PROJECTS

- ✓ Continue to review and update Township By-laws to comply with legislation, including short form wording and set fines.
- ✓ Develop plans and strategies for Records Management Program (electronic document & email management, retention schedule)
- ✓ Implementation of Electronic Document Signing
- ✓ Council Orientation, Advisory Committee Recruitment & Training
- ✓ Council Chamber Technology Upgrades



COUNCIL AND COMMITTEE MEETING TERMINOLOGY

Agenda

Sets out the Order of Business for Council and Committee meetings.

Motion or Resolution

Means a proposal, moved by one Member and seconded by another Member to adopt, amend or otherwise deal with a matter before Council or Committee.

Notice of Motion

A member may use a notice of motion to introduce new business involving a matter not on the agenda. It must be received by the Municipal Clerk in writing and notice given prior to consideration.

Motion to Reconsider

Permits Council to consider reversing a decision it has made and is usually not allowed except upon due notice and requires a two-thirds majority vote.

Recorded Vote

Must be requested immediately before or after the taking of the vote, each Member of Council is asked to state his or her vote aloud which is recorded in the minutes by the Municipal Clerk.

Meeting

Means a Meeting of Council or Committee where a Quorum is present and Members discuss or otherwise deal with any matter in a way that materially advances the business of Council or Committee.

Absention from Voting

The failure to vote by a member who is present at the meeting at the time a vote is called and who is qualified to vote on the question is deemed to be a negative vote.

Quorum

Is a defined representation of members required to conduct business legally or in other words the majority of the members of Municipal Council necessary to form quorum.

Closed Meetings

A meeting or part of a meeting may be closed to the public if authorized by statute.

By-laws

A law adopted by Council in accordance with the powers delegated to it under statute. The Procedure By-law establishes the rules of order for meetings of Council and Committees. Common by-laws include traffic and parking, animal control, licensing and noise control.