

# EVERYTHING YOU NEED TO KNOW ABOUT: Corporate Services



CS includes: Purchasing & Risk Management, Financial Services,  
Information Technology &

## Legislative Services

### NUMBER OF STAFF 6

Manager of Legislative Services/Municipal Clerk  
Supervisor of Customer Service/Deputy Clerk  
Cemetery, Licensing & Records Coordinator  
Municipal Law Enforcement Officer  
2 Customer Service Associates



### WHAT DO WE DO?

- Provide administrative support to Council and Committees of Council
- Ensure compliance with the Statutes of Ontario, as well as County and Township by-laws
- By-law enforcement
- Cemetery administration
- Perform civil marriage ceremonies
- Municipal Elections
- Animal control
- Lottery & Vendor licensing

### KEY FACTS



#### Legislative Services:

- Sold 50 burial lots, arranged 125 interments and issued 240 burial permits.
- Sold 2252 dog tags, inspected and licensed 10 kennels,
- Issued 135 marriage licenses and performed 24 civil ceremonies.
- Supported 15 Council meetings, 6 Committee of the Whole meetings, 10 Heritage Centre Wellington meetings, 10 Economic Development Task Force Meetings and 6 Community Services Advisory Committee meetings.

#### By-law Enforcement:

- Opened 135 files (91 property standards, 37 zoning compliance, 14 sign, fencing & site alteration).
- Issued 76 orders.
- Received 59 voluntary compliance to complaints before order issued.
- Working on 35 active files.
- 4 court cases.

### CURRENT & UPCOMING PROJECTS

- Continue to review and update old Township by-laws to comply with legislation, including short form wording and set fines
- Develop plans and strategies for Records Management Program (electronic document management, email management, retention schedules)
- Implementation and management of complaint tracking system as per Bill 8
- Develop training program for advisory committee chairs and members regarding meeting procedures and protocols, conflict of interest, code of conduct, assisting local BIA's with elections, preparation of governing by-laws, AGMs and other matters as they arise.

# COUNCIL AND COMMITTEE MEETING TERMINOLOGY

**Agenda** – sets out the order of business for Council and Committee meetings.

**Motion or Resolution**– a written or oral request or proposal that makes a specific decision or takes certain action. The Township’s current procedural by-law requires a motion to be moved and seconded before the question is called.

**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 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 it is customary to require 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 announce his or her vote aloud which is recorded in the minutes by the Clerk.

**Abstention 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 a statute. Council may pass a procedural by-law to govern the affairs within Council and by-laws that govern within the municipality. Common by-laws include traffic and parking, animal control, licensing, and noise control.