



Legislative Services

2nd Quarter Report

PERIOD: April - June

YEAR: 2024

RECOMMENDATION:

THAT the Legislative Services' 2024 2nd Quarter Report **BE RECEIVED** for information.

BY-LAW COMPLIANCE:

COMPLAINTS RECEIVED FROM April 1 st , 2024 TO June 30 th , 2024			
ITEM	COMPLAINT TYPE	ACTION	DATE RECEIVED
1	Property Standards	Closed	04-Apr-24
2	Property Standards	Closed	04-Apr-24
3	Property Standards	Closed	04-Apr-24
4	Zoning	Refer to building to review	5-Apr-24
5	Noise	Closed	5-Apr-24
6	Property Standards	Property Standards Order issued	16-Apr-24
7	Property Standards	Closed	17-Apr-24
8	Property Standards	Closed	25-Apr-24
9	Zoning	Zoning Notice issued	28-Apr-24
10	Animal Control	Closed	29-Apr-24
11	Parking and Traffic	Closed	01-May-24
12	Signs	Closed	07-May-24
13	Property Standards	Closed	07-May-24
14	Property Standards	Property Standards Notice issued	13-May-24
15	Zoning	Zoning Notice issued	13-May-24
16	Property Standards	Closed	13-May-24
17	Property Standards	Closed	15-May-24
18	Zoning	Closed	23-May-24
19	Property Standards	Closed	27-May-24
20	Zoning	Closed	28-May-24
21	Property Standards	Closed	30-May-24
22	Parking and Traffic	On going inspections	03-Jun-24
23	Parks	Closed	06-Jun-24
24	Property Standards	Property Standards Notice issued	10-Jun-24
25	Property Standards	Reviewing property file	10-Jun-24
26	Animal Control	On going inspections	11-Jun-24
27	Parking and Traffic	Closed	13-Jun-24
28	Noise	Closed	18-Jun-24

COMPLAINTS RECEIVED FROM April 1st, 2024 TO June 30th, 2024			
ITEM	COMPLAINT TYPE	ACTION	DATE RECEIVED
29	Property Standards	Follow up June 24, 2024	17-Jun-24
30	Property Standards	Follow up with June 28, 2024	20-Jun-24
31	Parking and Traffic	Closed	21-Jun-24
32	Property Standards	Follow up (same as item #30)	21-Jun-24
33	Property Standards	To Inspect	27-Jun-24
34	Property Standards	Follow up with Public Works	28-Jun-24

ON GOING COMPLAINTS (received prior to April 1st)	
Zoning	Notice Issued, working towards compliance with owner
Property Standards	Owner started repairs
Zoning	Submitted ZBA application to obtain zoning compliance
Zoning	Awaiting ZBA to be submitted to obtain zoning compliance
Parking and Traffic	On going inspections
Property Standards	F/up July 2, 2024
Zoning	Weekly inspections until compliance is met

LICENCES ISSUED	
03-Jun-24	Refreshment Vehicle
09-Apr-24	Refreshment Vehicle
08-Apr-24	Refreshment Vehicle

COUNCIL & COMMITTEES:

Meetings held in 2nd Quarter of 2024:

Council:

- April 15, 2024 (*Council meeting in Thorndale*)
- April 29, 2024
- May 13, 2024
- May 27, 2024
- June 10, 2024
- June 24, 2024

Committee Meetings:

- April 9, 2024 – Thorndale Dog Park Ad Hoc Committee (*quorum lost due to hydro outage*)
- April 10, 2024 – Thames Centre Special Events Committee
- May 6, 2024 – Accessibility and Inclusivity Advisory Committee
- May 7, 2024 – Thorndale Dog Park Ad Hoc Committee
- May 8, 2024 – Thames Centre Special Events Committee
- May 23, 2024 – Economic Development Advisory Committee

- May 27, 2024 – Environmental Advisory Committee
- June 12, 2024 – Thames Centre Special Events Committee
- June 19, 2024 – FlightExec Centre Expansion Ad Hoc Committee
- June 19, 2024 – Local School Advisory Committee
- June 21, 2024 – Local School Advisory Committee

OTHER ACTIVITIES:

- Reorganized and rebranded the Council meeting videos on Youtube channel to increase accessibility of individual meetings (created yearly playlists, standardized naming conventions, and created video thumbnails to display meeting dates and types)
- Held the Municipality's first Civil Marriage Ceremony in the Council Chambers, and two more offsite weddings have been booked
- Presented the updated Delegation of Power and Duties By-law for Council's consideration and adoption
- Presented the updated "Attendance at Conferences/Conventions, Seminars and Workshops" Policy for Council's consideration and adoption
- Conducted interviews and filled the position of Customer Service
- Attended a Lunch and Learn with Else Khoury re: Bill 194 (*Strengthening Cyber Security and Building Trust in the Public Sector Act*)
- Provided individual Laserfiche training sessions with a few staff members
- Assisted with multiple inquiries regarding residents' Special Occasion Permit applications to the Alcohol and Gaming Commission of Ontario (AGCO) with respect to notification requirements to the Municipality
- Parking tickets – updated template
- Indigenous Cultural Competency Training – two cycles
- Continuous Improvement training
- Solicited Quotes for Council Chambers Audio Visual Updates and had on site meetings with 3 vendors to clarify needs. Selected vendor and ordered the equipment, with anticipated installation in mid to late August.
- Emergency Management Program Committee Meeting
- Phone meeting with Ministry of Municipal Affairs Representative to review updates
- Clerk attended AMTCO Zone meeting and AMTCO Annual Conference
- Attended Middlesex County OPP Detachment Board's first meeting

Completed so far in 2024 (January – June):

- 14 Freedom of Information Requests received
- Commissioned 54 documents
- Issued 18 Marriage Licences
- Issued 13 Lottery Licences
- Processed 2 Lottery Licensing Eligibility Applications

STRATEGIC PLAN LINK:

Pillar: *Community Communications & Engagement*

Goal: *Increase communications between the municipality (Council and Staff) and the public*

Prepared by: J. Nethercott, Director of Legislative Services/Clerk
S. Henshaw, Deputy Clerk
A. Shaw, By-law Compliance Officer

Reviewed by: D. Barrick, Chief Administrative Officer