



## Legislative Services

### 4th QUARTER REPORT

PERIOD: October - December

YEAR: 2023

#### RECOMMENDATION:

THAT the Legislative Services' 2023 4<sup>th</sup> Quarter Report be received for information.

#### BY-LAW ENFORCEMENT:

Thames Centre's new By-law Compliance Officer, Alanna Shaw, started her employment on November 1, 2023. The below reporting period is from her start date to the current date. With respect to Animal Control, attached to this report is annual reporting for 2023, as submitted by Hillside Kennels Animal Control.

#### COMPLAINTS RECEIVED FROM NOVEMBER 1, 2023 TO JANUARY 8, 2023

Item	Complaint Type	Action	Status
1	Traffic and Parking	Parking warning issued	Closed
2	Property Standards		Open
3	Animal Control	Part 1 ticket issued	Open
4	Animal Control	Site inspection – Hillside	Closed
5	Right of Way	Site inspection	Closed
6	Animal Control	Site inspection – Hillside	Closed
7	Zoning/Animal Control	Notice issued	Open
8	Zoning	Notice issued	Open
9	Animal Control	Site inspection – Hillside	Closed
10	Animal Control	See item #7	

#### LICENCES

Refreshment Vehicles	7 reminders sent
Kennel Licence	14 reminders ready – awaiting invoices to be created

#### TRAFFIC AND PARKING

Overnight Parking Reminders	250 reminders delivered Thorndale/Dorchester
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#### ZONING

Zoning Setback – Accessory Structures	40 -50 reminders for The Boardwalk – awaiting lot diagram
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## COUNCIL & COMMITTEES:

### Meetings held in 4<sup>th</sup> Quarter of 2023:

#### **Council:**

- October 16 (held in Thorndale)
- October 30
- November 14
- November 27
- December 11 – Special Budget Meeting
- December 11

#### **Council Workshops:**

- October 26 – Strategic Plan
- November 23 – Community Improvement Plan
- December 5 – Water/Wastewater Rate Study

#### **Committee Meetings:**

- Thorndale Dog Park Ad Hoc Committee - October 17 & December 12
- Thames Centre Sports Wall of Fame Committee - October 18
- Thames Centre Special Events Committee - October 11, November 8 & December 6
- Thames Centre Police Services Board – October 11
- Local School Advisory Committee – October 25 & December 14
- FlightExec Centre Expansion Ad Hoc Committee – October 19 & December 13
- Environmental Advisory Committee – December 4
- Accessibility & Inclusivity Advisory Committee – November 6

#### **Other:**

- Emergency Management Program Committee – October 19 & December 7

## 2023 REPORTING:

The below reporting is for the full 2023 year:

<b>Lottery Licences</b>	
Bingo (Regular)	5 licences issued
Raffle	27 licences issued
<b>Marriage Licences</b>	24 licences issued
<b>Commissioned Documents*</b>	40
<b>MFIPPA Requests</b>	6 completed & 2 open requests = 8 total

\*Commissioned documents – 40 commissions were completed where the \$20 fee was collected, however, staff also performs additional commissions for planning applications and cemetery documents throughout the year. In these cases, the commissioning fee is included within other municipal fees being charged. Since July 2023, staff have recorded 16 commissions for planning applications and 3 for cemetery documents.

## OTHER ACTIVITIES:

- Welcomed the Customer Service and By-law Compliance Officer positions to our department
- Attended various webinars and training sessions (Municipal Clerks Forum, Lottery Licensing, Document Accessibility, Municipal Coach Series, Transitioning to OPP Detachment)
- Coordinated annual Fees & Charges review
- Extended the current agreement with Hillside Kennels Animal Control Ltd. for an additional one-year term, for animal control services in Thames Centre
- Extended the current Section 10 agreement with the Ministry of the Solicitor General for an additional one-year term, for police services in Thames Centre
- Submitted Annual Compliance Reporting to Emergency Management Ontario
- Submitted a completed Transfer Payment Agreement to the Ministry of the Solicitor General for the Mobile Crisis Response Team (MCRT) Enhancement Grant
- Submitted 2023 Accessibility Compliance Report to the Ministry for Seniors and Accessibility
- Utilized remaining funding from the Municipal Modernization Intake 3 Grant to coordinate the scanning of records for the Building department

## ATTACHMENTS:

- Hillside Kennels Animal Control – 2023 Annual Reporting

## STRATEGIC PLAN LINK:

**Pillar:** Community Communications & Engagement

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

Prepared by: S. Henshaw, Interim Clerk  
A. Shaw, By-law Compliance Officer

Reviewed by: D. Barrick, Chief Administrative Officer