



## Legal and Council Support Services

2011 Business Plan & Budget



Town of  
East Gwillimbury



## Legal and Council Support Services

2011 Total Proposed Town Tax Levy (\$11.3 million)



### Services

#### Legal

- Legal advice, opinions and represent the municipal corporation

#### Council Support

- Council secretariat and clerk statutory role

#### By-Law & Licensing

- By-Law & Licensing Enforcement





## Legal & Council Support Services



**General Manager  
Don Sinclair**

Law Clerk  
Hajnalka Hartwick

## Municipal Clerk



**Municipal Clerk  
Kathleen Foster**

## Bylaws & Licensing



Bylaws & Licensing  
Coordinator  
**Debbie  
McCulloch**

Bylaw / Provincial Offenses  
Officer

**Doug Strong**



Deputy Clerk  
**Fernando  
Lamanna**



## 2010 Key Accomplishments

- Created new Department Service Area
- 2010 Election
- Continue to work with Region of York to implement “big pipe” (YDSS) agreement (from Town perspective)
- Achieve execution by all parties of Development Charges/Community Capital Contribution Accord with the Development Industry
- Continuation of Electronic Agenda Implementation
- Review and implementation of a revised Fill Permit By-Law



## 2010 Key Accomplishments

- Successful on all By-Law prosecutions
- Successful sale of municipal properties to MTO for Hwy 404
- Hearings: Chief Electoral Office re: question on the ballot; OMB Ward Petition; OMB Fieldgate Developments
- Implementation of Cityview software for streamlining of by-law enforcement
- Successful in diverting insurance claims against the Town in the amount of \$200,000 through due diligence and risk management practices



## 2011 Key Objectives

### **Legal and Administrative Support**

- Continue to provide legal advice, opinions and representation to Council and the municipal corporation
- Provide representation at OMB and other tribunal hearings as required
- Provide assistance and support for all municipal agreements including development, financial and administrative related matters



## 2011 Key Objectives

### **Municipal Clerk**

- Continue Council Secretariat and Clerk Statutory Roles
- Continue to streamline the preparation of Council Meeting materials and enhance the communication of Councils decisions using iCompass E-Agenda automated system
- Examine feasibility of transferring responsibility of Committee of Adjustment from Planning & Building to Municipal Clerk
- Review feasibility of officiating civil marriage ceremonies



## 2011 Key Objectives

### **Election**

- Review of Election Process pending independent audit report

### **Governance**

- Electoral reform pending OMB decision



## 2011 Key Objectives

### **By-law & Licensing Enforcement**

- Review and re-write new Sign By-law
- Continue Enforcement practices with all regulatory by-laws
- Review existing by-laws for currency with legislation, community needs and opportunities for increased revenue
- Assist with zoning by-law review
- Continue to work with Animal Control Contractor for effective management and control of dogs within the
- Investigate an “On Line Parking Tag Payment” system



## 2011 Key Objectives

### **By-law & Licensing Enforcement**

- Obtain approval from the Chief Justice to issue tickets for by-law infractions under Part 1 of the POA Act to expedite process of court charges
- Continue Project “Sign Revitalization” and ensure that all signs within the Town are maintained in a neat and presentable manner and promote the Town in a positive manner
- Continue with the Anti-idling Education Campaign
- Investigate possible neighborhood mediation opportunities



## 2011 Key Objectives

### **Insurance**

- Continue to monitor and supervise insurance claims through insurer
- Participate in joint project with the northern York Region Municipalities for the 2012 Insurance Policy Renewal

### **Risk Management**

- Continue with the development of risk management practices by educating staff and reviewing all Town policies and documents to minimize claims and exposure to liability



## 2011 Key Objectives

### **Mosquito Control Program**

- Investigate a joint Mosquito Control Program with adjacent municipalities to review economies of scale



## Key Drivers

- Insurance \$69,450
- Election Reserve \$ 9,000
- Salaries plus Cola \$17,660

**TOTAL**

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**\$96,110**



## 2011 Proposed New Initiatives

- Electronic Election
- Provide funding for Elected Officials Independent Legal Advice
- Future staffing requirements
  - ✓ Committee Clerk
  - ✓ Administrative Support
  - ✓ By-Law & Licensing Enforcement
- Acquire land to improve the Town's trail system