

Corporate Services

Council Orientation

December 18th, 2018

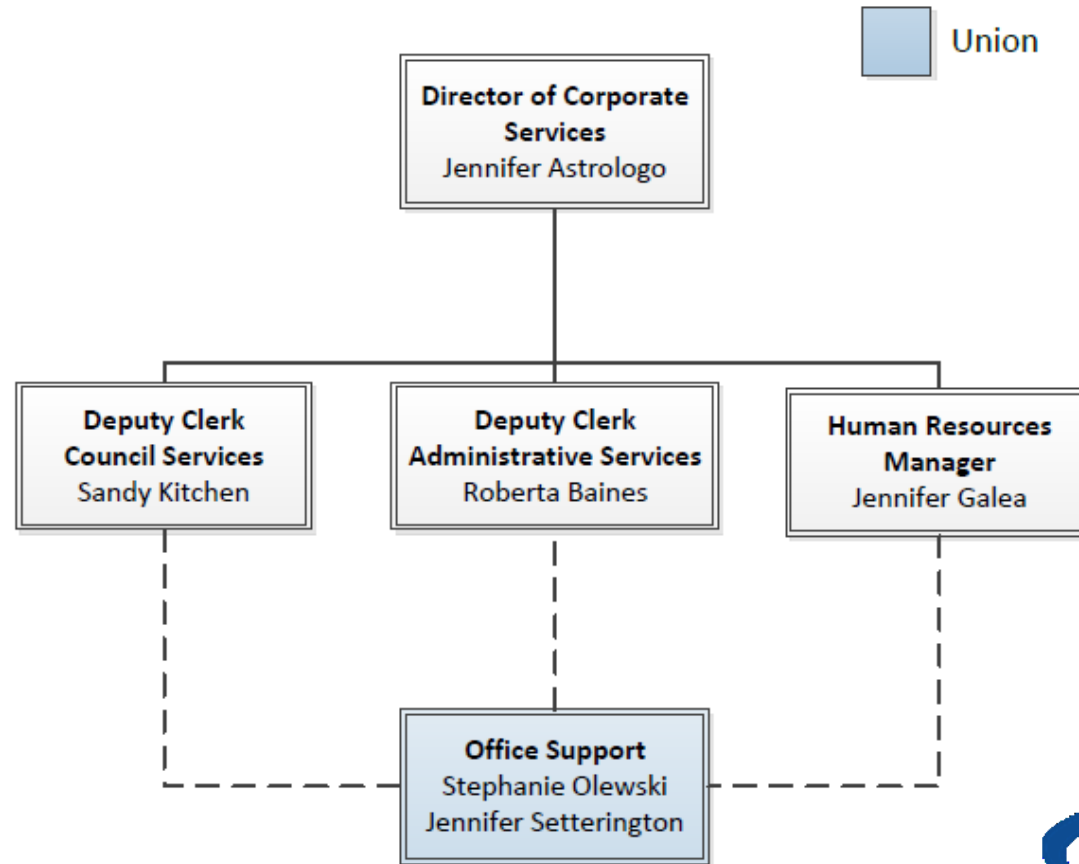


Overview

- 3 broad areas of responsibility:
 - Council Services
 - Legal
 - Human Resources
- Applicable Legislation:
 - *Municipal Act, 2001*
 - *Municipal Freedom of Information and Protection of Privacy Act*
 - *Municipal Elections Act, 1996*
 - *Employment Legislation (ESA, HR Code etc.)*
 - + many more statutes



Department Staff Chart



Activities – Council Services

- Council Services
 - Preparation of council agendas
 - Record council proceedings and maintaining council records
 - Provide guidance and assistance to Council Members
 - Procedure By-law, notices of motion etc.
 - Responsibilities under numerous statutes
 - *Drainage Act, MFIPPA, Expropriations Act, Line Fences Act* etc.
 - Conduct municipal election



Activities - Legal

- Legal
 - Client: The Corporation of the Town of Kingsville
 - Provide legal advice and opinions
 - Review/draft agreements
 - Legal research
 - Oversight of outside legal counsel



Activities – Human Resources

- Human Resources
 - Recruitment and retention of staff
 - Development of HR policies and procedures
 - Employee performance management
 - Union relations
 - Collective agreement interpretation
 - Provide HR support to other departments



Activities

- Records Management
 - Clerk is responsible for all Town records (lifecycle of records)
 - Municipal Memory
 - Document classification system
 - Storage of electronic and paper records
 - Conversion to electronic records
 - Establish policies and procedures for retention of documents
 - Enhance ease of document retrieval



Activities

- Issuance of Licences and Permits
 - Marriage, burial, dog tags, and business registrations
 - 2018 Figures (to November 30)
 - Marriage Licences – 71
 - Burials – 79
- Freedom of Information Requests
 - Coordinate the retrieval of responsive records
 - Issue “decisions”



Activities

- Committee Support
 - Provide administrative support to 4 committees:
 - Heritage Advisory Committee, Police Services Board, Joint Animal Control, Accessibility Advisory
 - Facilitate the distribution of committee minutes to Council through Agenda
- By-law drafting/review
 - Maintain inventory of by-laws



Highlights from 2018

- 2018 Municipal Election
- Part-Time Union Contract Negotiations
- Pay Equity Review (unionized staff)



Goals for 2019

- Post-Election Wrap Up
- Procedure By-law Review
- Committee Training
- Corporate Services Staffing Review

