



Committee of the Whole

Meeting Date: July 8, 2025

Submitted by: David Samuels, Director of Legal Services

Subject: Middlesex County Enforcement Workshop Summary and Outcomes

BACKGROUND:

On April 9, 2025, the Middlesex County Legal Department hosted its first comprehensive Enforcement Workshop for approximately 35 enforcement personnel, including representatives from police, bylaw, building, fire, and clerical services. Participants came from nearly all of the County's eight local municipalities as well as the upper-tier municipality. The workshop aimed to enhance enforcement effectiveness by providing a thorough overview of the Provincial Offences Act (POA) and best practices for issuing tickets, conducting investigations, gathering evidence, and preparing for court proceedings. It also addressed educational enforcement strategies focused on promoting voluntary compliance.

ANALYSIS:

The workshop provided comprehensive training on key aspects of the Provincial Offences Act (POA), including distinctions between offences, timelines for laying charges, and the importance of collecting strong, clear, and well-documented evidence such as photographs, detailed officer notes, and witness statements. Officers received guidance on the proper preparation and service of summonses and were introduced to the court process, with an emphasis on strategies for successful prosecutions and trials.

Beyond technical instruction, the workshop offered a valuable networking opportunity. Many enforcement officers had not previously engaged with their counterparts from other municipalities. The roundtable session in the Councillors' Lounge enabled participants to introduce themselves, share enforcement successes and challenges, and discuss complex cases to receive peer feedback. This interaction helped build a collaborative county-wide enforcement network, strengthening communication and mutual support among municipalities.



Based on positive feedback and observed benefits, it is recommended that this workshop be held annually to sustain and enhance enforcement capabilities and inter-municipal cooperation throughout Middlesex County.

FINANCIAL IMPLICATIONS:

Costs associated with the workshop were minimal and limited to materials, as the event was hosted in the Councillors' Lounge at the County at no charge. All expenses were fully absorbed within the existing Legal Services Department budget. No additional funding is required at this time. Future workshops can be accommodated within current budget allocations.

ALIGNMENT WITH STRATEGIC FOCUS:

This report supports the following Strategic Priorities:

Strategic Priority	Goal	Objectives
Collaboration & Partnerships 	Strengthen collaboration with local municipalities and regional partners to improve economic efficiency, enhance service delivery, and support regional development in alignment with community priorities	<ul style="list-style-type: none"> Optimize service delivery through inter-municipal collaboration and shared services to improve efficiency and seamless operations. Build and enhance relationships with municipal, regional, First Nations, community, and private sector partners to align priorities, share resources, and implement joint initiatives that improve community well-being and economic growth.
Adaptability and Agility 	Modernize the County's administrative capabilities to strengthen decision-making, improve service delivery, and achieve better community outcomes	<ul style="list-style-type: none"> Transform, modernize and continuously improve administrative systems and processes to increase efficiency and enhance the experience of residents and partners. Strengthen internal administrative capabilities to ensure key support services have the necessary resources to meet community needs and support organizational growth.

RECOMMENDATION:

THAT the Middlesex County Enforcement Workshop Summary and Outcomes report be received for information.