



***Departmental Updates from the Clerks  
and Planning Services Department***

**As of July 2022**

## CLERK'S DEPARTMENT UPDATE

### REPORT AS OF JULY 26, 2022

The Clerk's Department has had an increase in staff with the addition of a Deputy Clerk & Assistant to the Clerk's Department. The Clerk's Department oversees a variety of services offered to the public, such as land sales, By-Law's, Planning Matters, Marriage Licences, Lottery, Elections, Burial Permits and managing of Woodlands Cemetery. Below we provide statistics to the committee from the Clerk's Department from January to July 26, 2022.

#### **By-Law Modernization Project:**

The Clerk's Department is currently reviewing the following by-laws for amendments or maintenance.

- **Noise By-Law (By-Law 21-48)** – amendment in progress
- **Parking By-Law (By-Law 02-18)** – Undergoing comprehensive review
- **Transitional/Supportive Housing By-Law** – Draft by-law prepared and with Legal for review and comments.
- **ATV By-Law** – Under review and preparing draft by-law
- **Establish Land Sale Procedures By-law** – under review
- **Business Licensing By-Law** – in progress
- **Site Plan Control By-law** – drafted
- **Zoning By-law Housekeeping Amendments** - drafted

The following By-Laws will be introduced for consideration and be ready for a two (2) week public review/ input and will be brought back to the committee at a future meeting for final approval.

1. **Animal Control and Responsible Pet Ownership**
2. **Waste Collection**
3. **Personal Recreational Cannabis Regulation**

#### **Planning Matters:**

#### **Zoning By-Law Amendment Applications Received by Month:**

Month	Number of Applications	Public Meeting Held?
February	1	Yes
March	2	Yes (1 application rescinded)
April	1	Upcoming – August 22, 2022
<b>Total:</b>	<b>4</b>	

**Site Plan Control Agreements:** One (1) received and passed. Two (2) Pending.

**Election:**

- Election Coordinator joined the department at the end of April.
- Nomination Period ends on **Friday August 19, 2022.**

	<b>May 2022</b>	<b>June 2022</b>	<b>July 2022 (up to July 26, 2022)</b>
<b>Candidate Packages Picked Up</b>	14	4	3
<b>Filed for Mayor</b>	1	1	0
<b>Filed for Council</b>	4	0	8
<b>Filed for Board Trustee (English Separate)</b>	2	1	0
<b>Filed for Board Trustee (English Public)</b>	0	0	1

- Hiring of Election Workers will be advertised and announced within the upcoming weeks.

**Lottery Licences Issued this Quarter:**

**Hall Bingo:** 23

**Media Bingo:** 13

**Other Types (i.e 50/50, Meat Spin, Raffles):** 8

**Marriage Licences Issued by Month:**

<b>Month</b>	<b>Total of Marriage Licences Issued</b>
<b>January</b>	2
<b>February</b>	2
<b>March</b>	2
<b>April</b>	3
<b>May</b>	3
<b>June</b>	5
<b>July (up to July 26, 2022)</b>	8
<b>Total Marriage Licences Issued:</b>	<b>25</b>

**Burial Permits Issued:**

Month	Total of Burial Permits Issued
January	19
February	27
March	26
April	23
May	25
June	19
July (up to July 26, 2022)	20
<b>Total Burial Permits Issued:</b>	<b>159</b>

**Cemetery Statistics up to July 26, 2022:**

**Number of Cremation Plots Sold: 13**

**Number of Casket Plots Sold: 3**

**Number of Niches Sold: 6**

**Total Plots & Niches Sold: 22**

**Number of Burials Performed: 43**

**Number of Cremation Disinterments Performed: 1**

**MUNICIPAL ENFORCEMENT QUARTERLY UPDATE****REPORT AS OF JULY 26, 2022**

From April 1 to July 26, 2022 (the time of this report), Municipal Enforcement has received **337** calls for service.

- **226** of those calls have been completed and closed;
- **86** calls are currently open at this time. Most of the incidents that are currently open are under investigation or achieving compliance.
- Majority of the incidents during this quarter were for the following bylaws: Parking & Traffic, Animal Control, Noise and Nuisance, Clean Yards, and Property Standards.

For April 2022, there were **101** calls for service.

- **89** of those calls have been completed and closed.

- At the time of this report, there are currently **12** open calls from April 2022.
- The majority of the closed incidents were Parking & Traffic as infractions have been issued.
- The categories for open incidents are Clean Yards, Animal Control, Noise and Nuisance.

For May 2022, there were **70** calls for service.

- **51** of those calls have been completed and closed.
- At the time of this report, there are currently **19** open calls from May 2022.
- The majority of the closed incidents were Animal Control, Property Standards and Noise and Nuisance.
- The categories of open incidents are Animal Control, Property Standards, Noise and Nuisance and Clean Yards. These open incidents are currently under investigation.

For June 2022, there were **109** calls for service.

- **86** of those calls have been completed and closed.
- At the time of this report, there are currently **23** open calls from June 2022.

During the month of June, the department experienced a staff shortage due to vacation, illness, etc. Temporary relief was provided mid July.

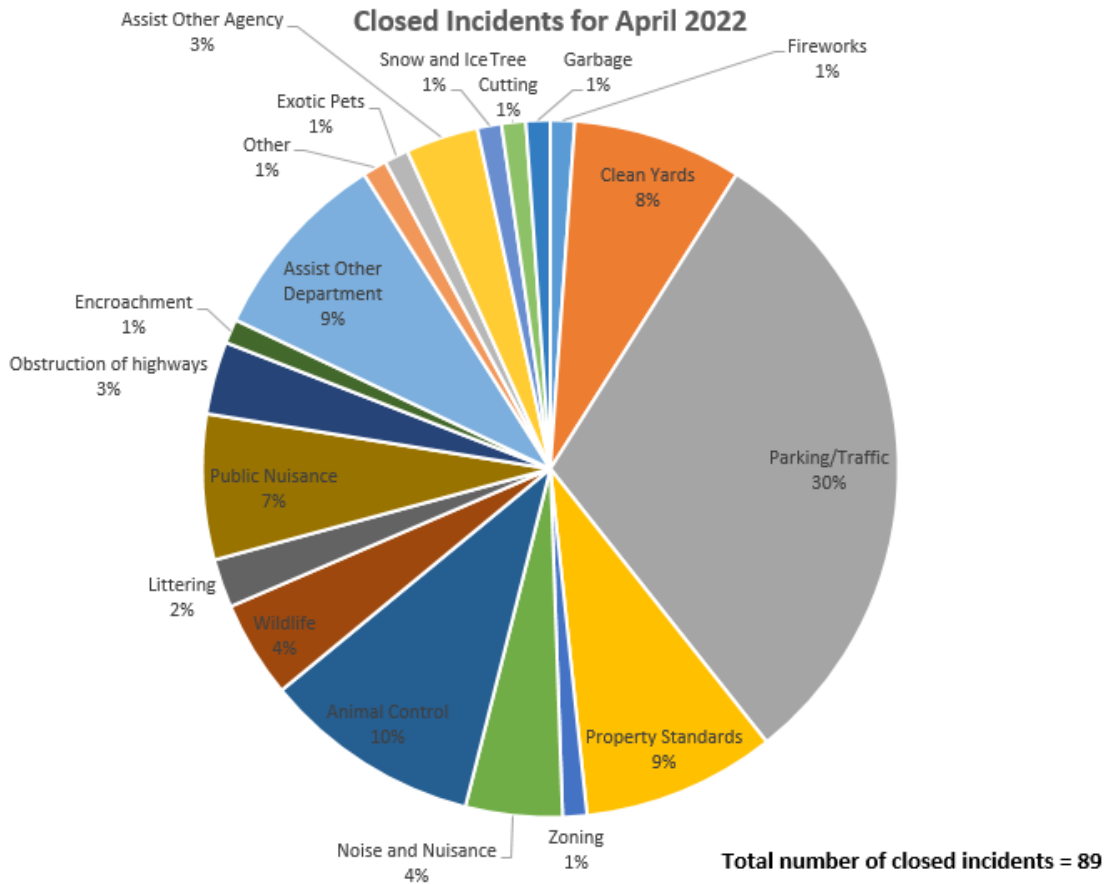
- The majority of the closed incidents were Animal Control, Clean Yards, and Parking & Traffic.
- The categories of the open incidents are Property Standards, Clean Yards, Noise and Nuisance. These incidents are under investigation and can lead to compliance.

As of July 26, 2022, there were **57** calls for service.

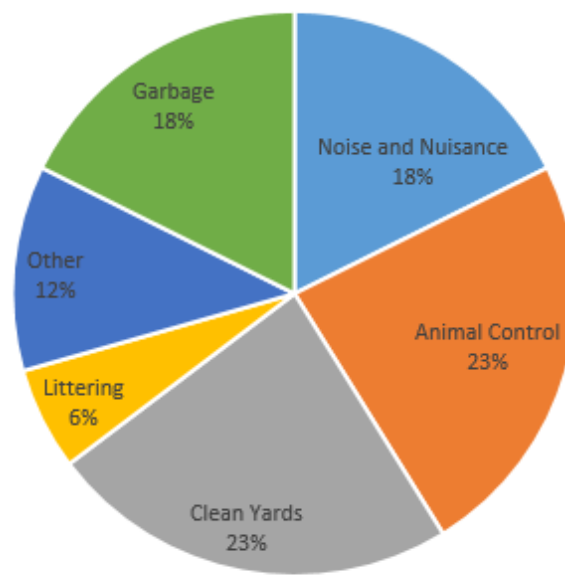
- **25** of those calls have been completed and closed.
- At the time of this report, there are currently **32** open calls from July 2022. The majority of closed incidents were Animal Control, Noise and Nuisance.

In summary, The Municipal Enforcement department has seen feedback from the City's social media page posts. The department believes that the best format to make citizens aware of the regulations in the City is an inform and education approach and proactive patrols. The Municipal Enforcement department continues to rely on educating citizens to create awareness towards the By-Laws and allow for discussion with members of the public.

## Total Calls for Service for April 2022: 101

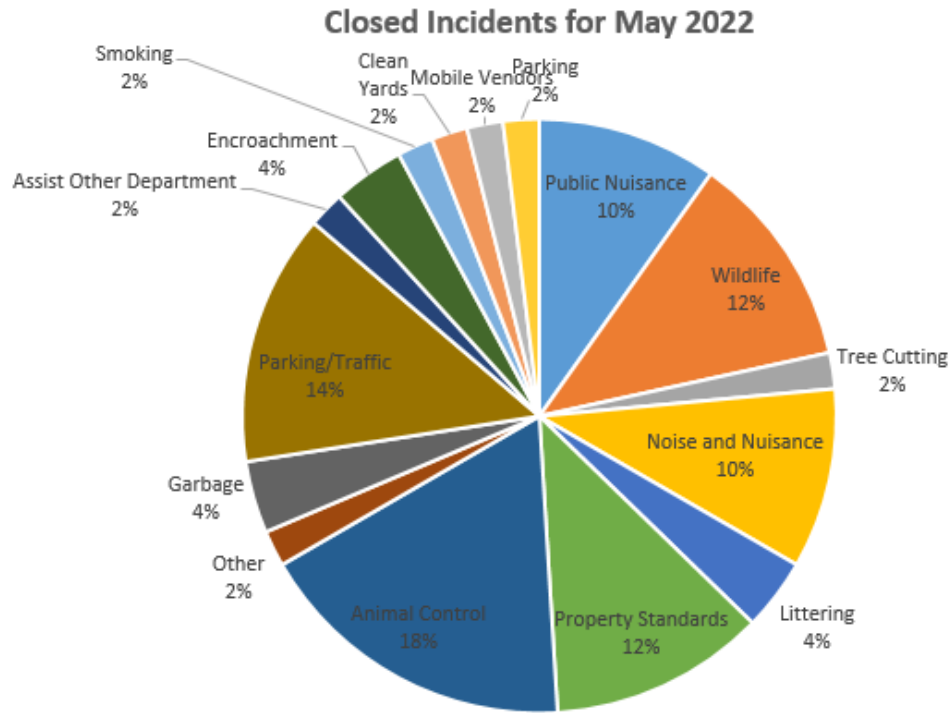


## Open Incidents for April 2022

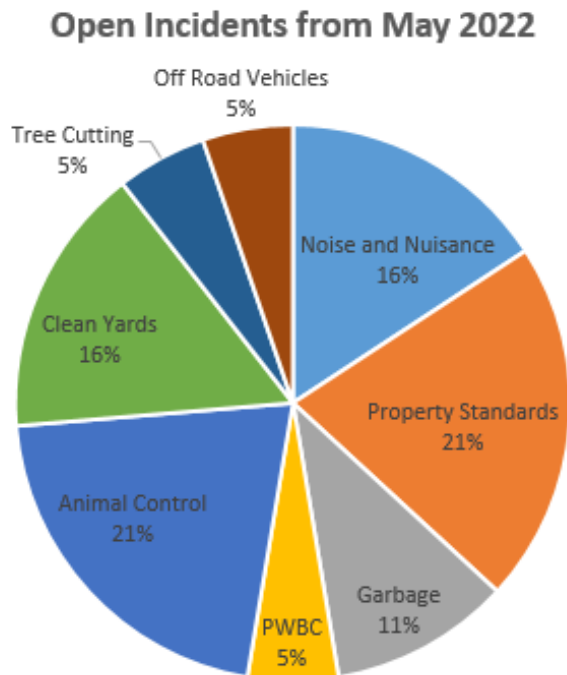


Total number of open incidents = 12

## Total Calls for Service for May 2022: 70

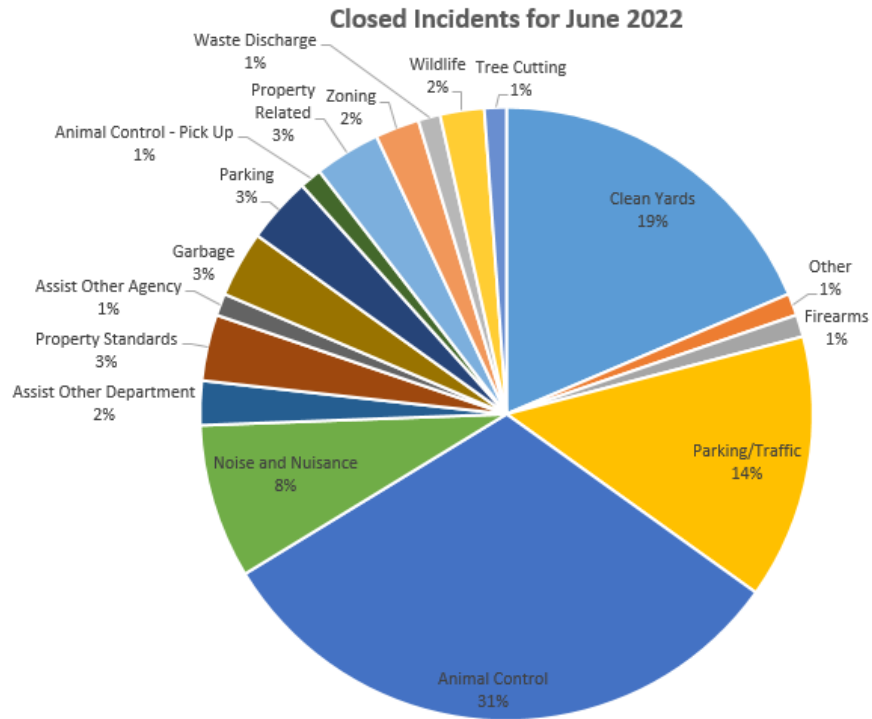


Total number of closed incidents = 51

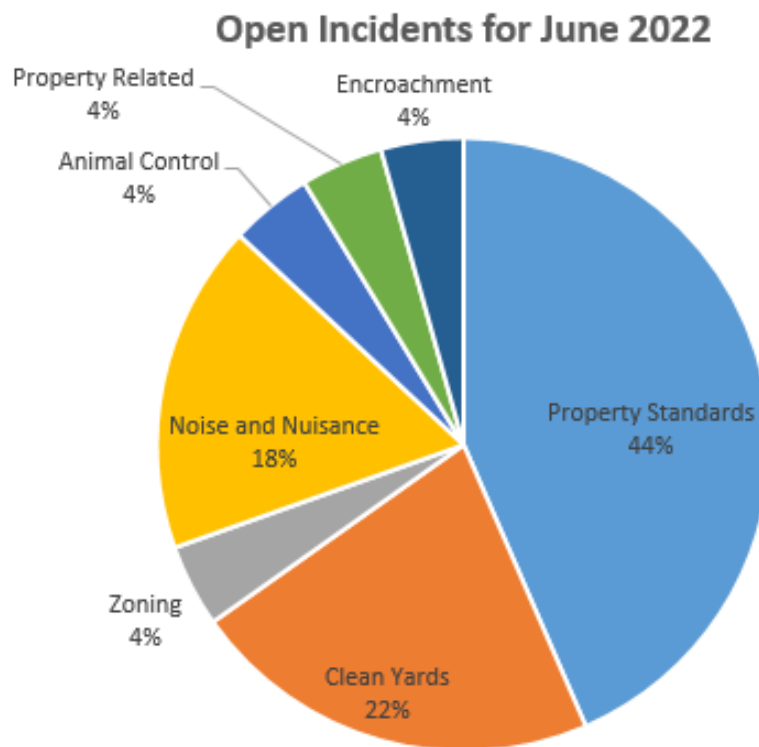


Total number of open incidents = 19

## Total Calls for Service for June 2022: 109



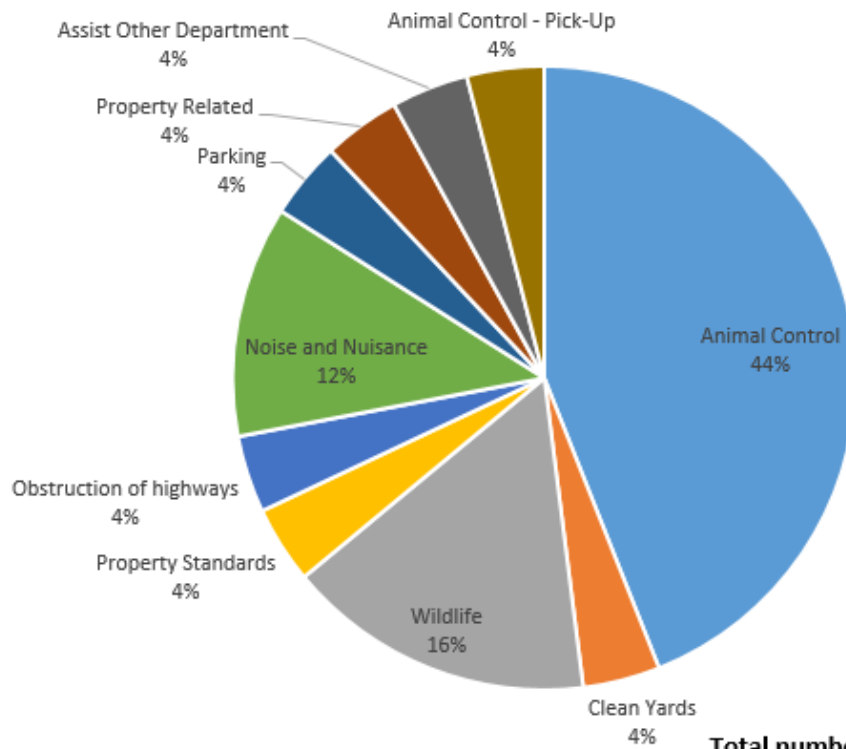
Total number of closed incidents = 86



Total number of open incidents = 23

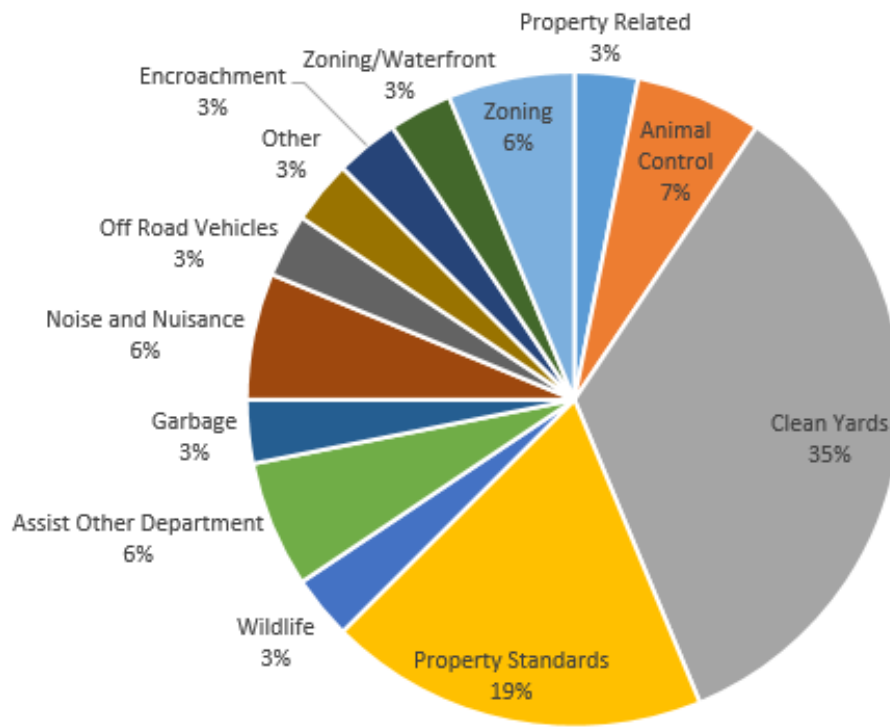
## Total Calls for Service for July 2022 (up to July 26, 2022): 57

### Closed Incidents for July 2022 (up to July 26, 2022)



Total number of closed incidents = 25

### Open Incidents for July 2022 (up to July 26, 2022)



Total number of open incidents = 32

## BUILDING DEPARTMENT QUARTERLY UPDATE

### REPORT AS OF JULY 26, 2022

The Building Department has also experienced a staff shortage due to staff turnover. We have recently filled the position of Secretary III for the Building Department, gained a Summer Student, and have had a change in Chief Building Official/Inspection services. As the committee recalls, there was no Building Report from the first quarter and thus, this update provides a scope of data for the department from January to July 2022.

Month	Number of Building Permits Issued
January	5
February	3
March	12
April	14
May	62
June	34
July (as of July 26, 2022)	25
<b>Total Permits Issued</b>	<b>155</b>

- **20** Potential Building Without a Permit Notices have been addressed and staff is working alongside with applicants to ensure an permit is obtained.

The Building Department has conducted 159 inspections from January to July 26, 2022. The table below shows the inspections conducted by month.

Month	Number of Building Inspections Conducted
January	17
February	16
March	33
April	8
May	23
June	32
July (as of July 26, 2022)	30
<b>Total Inspections Conducted</b>	<b>159</b>

Along with Building Permits, the Building department has received one (1) Minor Variance application and one (1) Consent Application. The Committee of Adjustment is slated to meet later in August.

With the new change in staff, the Building Department has worked effectively to meet the needs of the community and are actively available to answer inquiries on building permits. Staff has worked to address those building without a permit and strives to inform and educate the community.