



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

**August – October 2022**

**CLERK'S DEPARTMENT QUARTERLY UPDATE  
REPORT AS OF OCTOBER 31, 2022**

The Clerk's Department oversees a various services offered to the public, such as By-Law Modernization, Zoning By-Law Amendments (ZBLA), Marriage Licences, Burial Permits and managing of Woodlands Cemetery. Below we provide statistics to the committee from the Clerk's Department from August to October 31, 2022.

**By-Law Modernization Project:**

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

- Business Licencing
- Taxi
- ATV/ORV
- Parking By-Law
- Noise By-Law (By-Law 21-48) - Amend reference regarding the reference to decibel readings with respect to amplified sounds to include "and/or at the discretion of the responding officer". This will increase the enforceability of the Noise by-law.
- Mobile Vendor & Refreshment Vehicle
- Exotic Pets
- Snow & Ice

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

| Month         | Number of Applications | Public Meeting Held?                                 |
|---------------|------------------------|--|
| August        | 3                      | 1 Upcoming –<br>November 14, 2022,<br><b>2 – TBD</b> |
| October       | 1                      | <b>TBD</b>   |
| <b>Total:</b> | <b>4</b>               |  |

**Marriage Licences Issued by Month:**

| Month                                  | Total of Marriage Licences Issued |
|--|-----------------------------------|
| August                                 | 2                                 |
| September                              | 2                                 |
| October                                | 2                                 |
| <b>Total Marriage Licences Issued:</b> | <b>6</b>                          |

**Death Registrations by Month Issued:**

| <b>Month</b>         | <b>Total of Deaths Registered:</b> |
|----------------------|------------------------------------|
| August               | 15                                 |
| September            | 18                                 |
| October              | 22                                 |
| <b>Total Issued:</b> | <b>55</b>                          |

**Cemetery Statistics up to October 31, 2022:**

|  |          |
|--|----------|
| <b>Number of Cremation Plots Sold:</b> | 1        |
| <b>Number of Niches Sold:</b>          | 6        |
| <b>Total Plots &amp; Niches Sold:</b>  | <b>7</b> |
| <b>Number of Burials Performed:</b>    | 19       |
|  |          |

**Lottery:**

| <b>Types of Lottery Licences</b>      | <b>Total of Licences Issued:</b> |
|---------------------------------------|----------------------------------|
| <b>Media Bingo</b>                    | 8                                |
| <b>Hall Bingo</b>                     | 24                               |
| <b>Raffle (50/50, Meat Spin, etc)</b> | 2                                |
| <b>Total:</b>                         | <b>34</b>                        |

## **MUNICIPAL ENFORCEMENT QUARTERLY UPDATE REPORT AS OF OCTOBER 31, 2022**

The total calls for service from January to October 1, 2022 are 787; in 2021, from January to October 1, 2021, the total calls for service was 411, this is a **91%** increase within the last year. Municipal Enforcement is gearing the proactive patrol initiative toward the downtown core; such initiatives include a focus on: parking, minor nuisances, smoking and ATV education.

From August 1 to October 31, 2022, Municipal Enforcement has received **259** calls for service.

- **200** of those calls have been completed and closed;
- **59** calls are currently open at this time. Most of the incidents that are currently open or are 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 August 2022, there were **79** calls for service.

- **59** of those calls have been completed and closed.
- At the time of this report, there are currently **20** open calls from August 2022.
- The majority of the closed incidents were Animal Control, Noise and Nuisance, and Parking/Traffic.
- The categories for open incidents are Animal Control, Property Standards, and Clean Yards.

For September 2022, there were **85** calls for service.

- **72** of those calls have been completed and closed.
- There are currently **13** open calls from September 2022.
- The majority of the closed incidents were Animal Control, Parking/Traffic and Noise and Nuisance.
- The categories of open incidents are Animal Control and Property Standards.

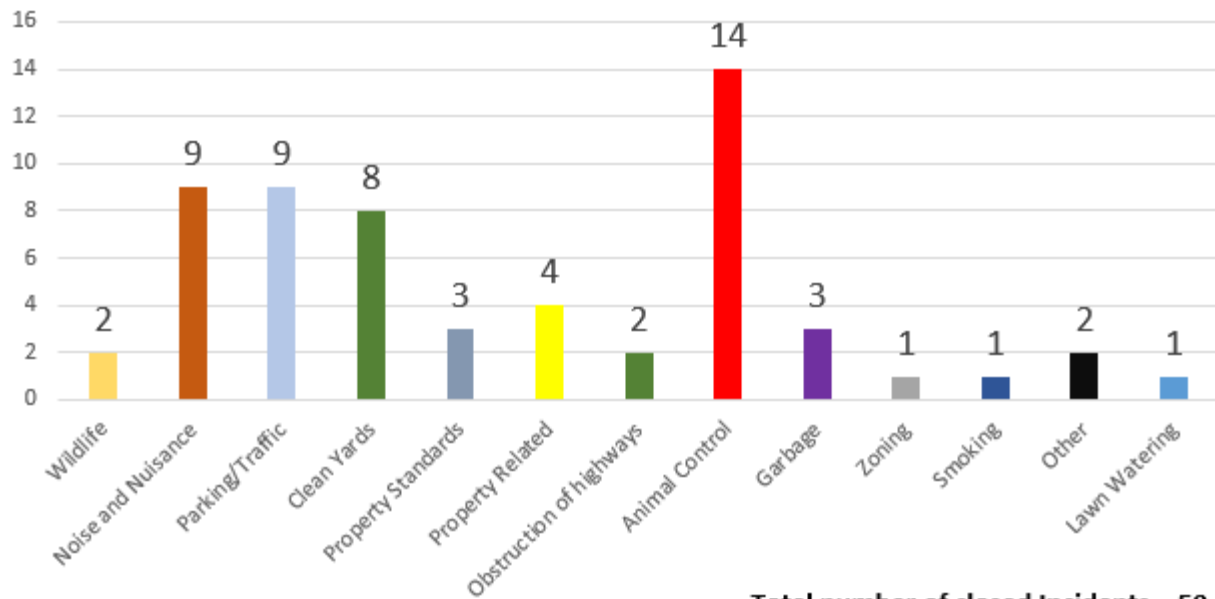
For October 2022, there were **95** calls for service.

- **69** of those calls have been completed and closed.
- At the time of this report, there are currently **26** open calls from October 2022.
- The majority of the closed incidents were Parking/Traffic, Animal Control, and Garbage.
- The categories of open incidents are Animal Control and Property Standards. These open incidents are currently under investigation.

Within this quarter, 15 charges have been laid (Parking/Traffic By-Law or Animal Control); payment has been received for 12 of those charges and the remainder are outstanding and awaiting due process. Revenue from charges laid that are sent to Espanola Courthouse is released at the beginning of the new year and is a contribution of fines levied between O.P.P., Fire Department and other agencies (i.e. APH).

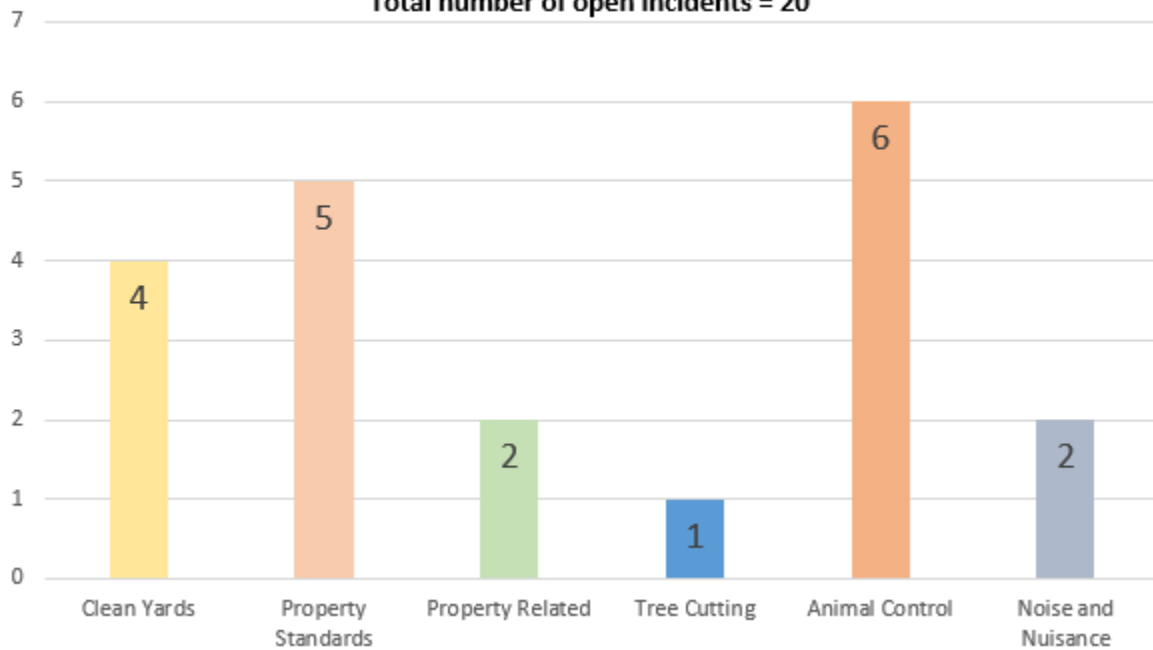
## Total Calls for Service for August 2022: 79

### Closed Incidents for August 2022

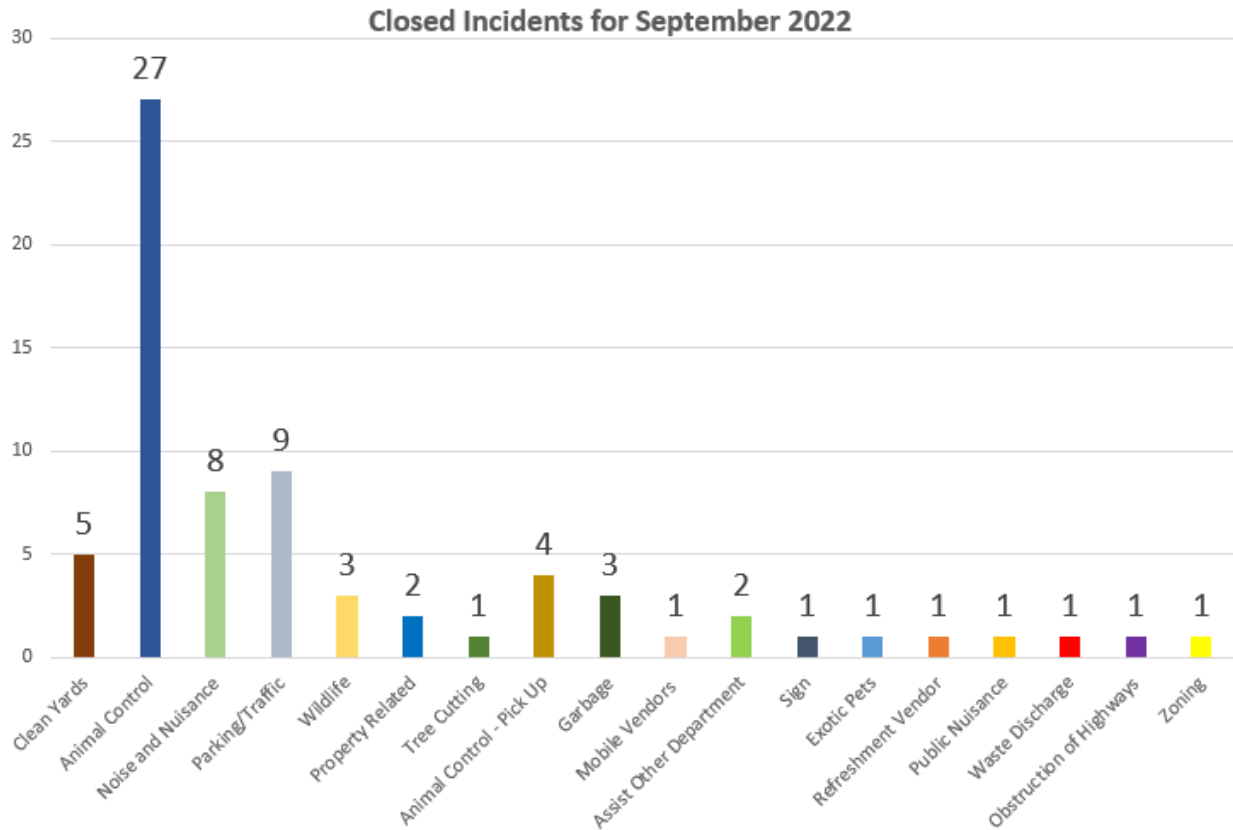


### Open Incidents for August 2022

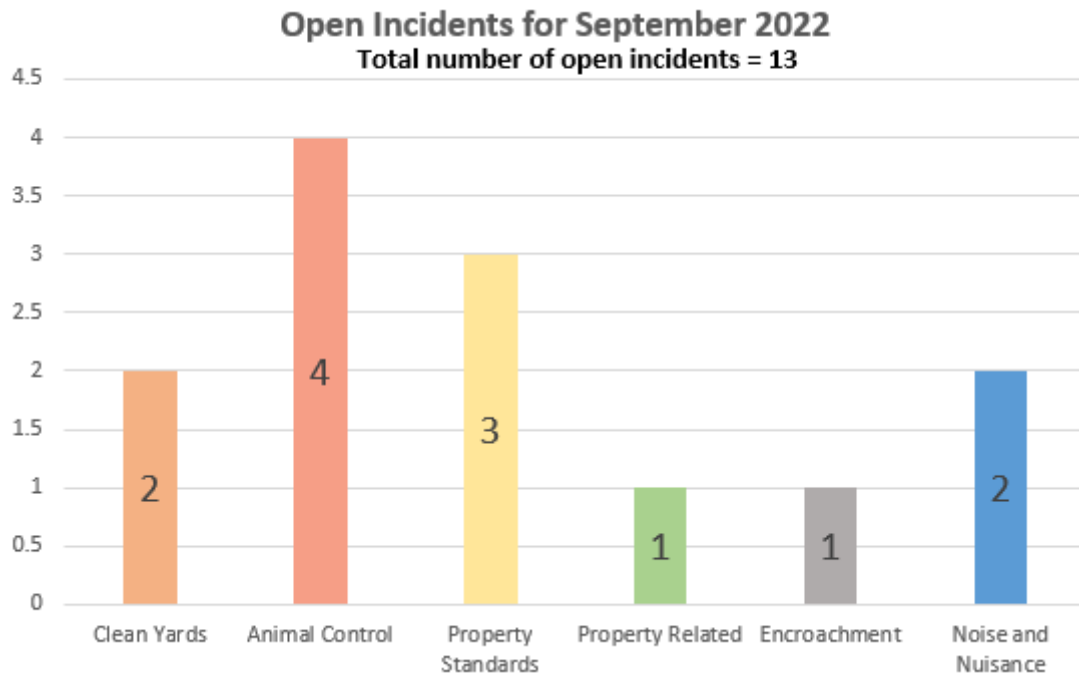
Total number of open incidents = 20



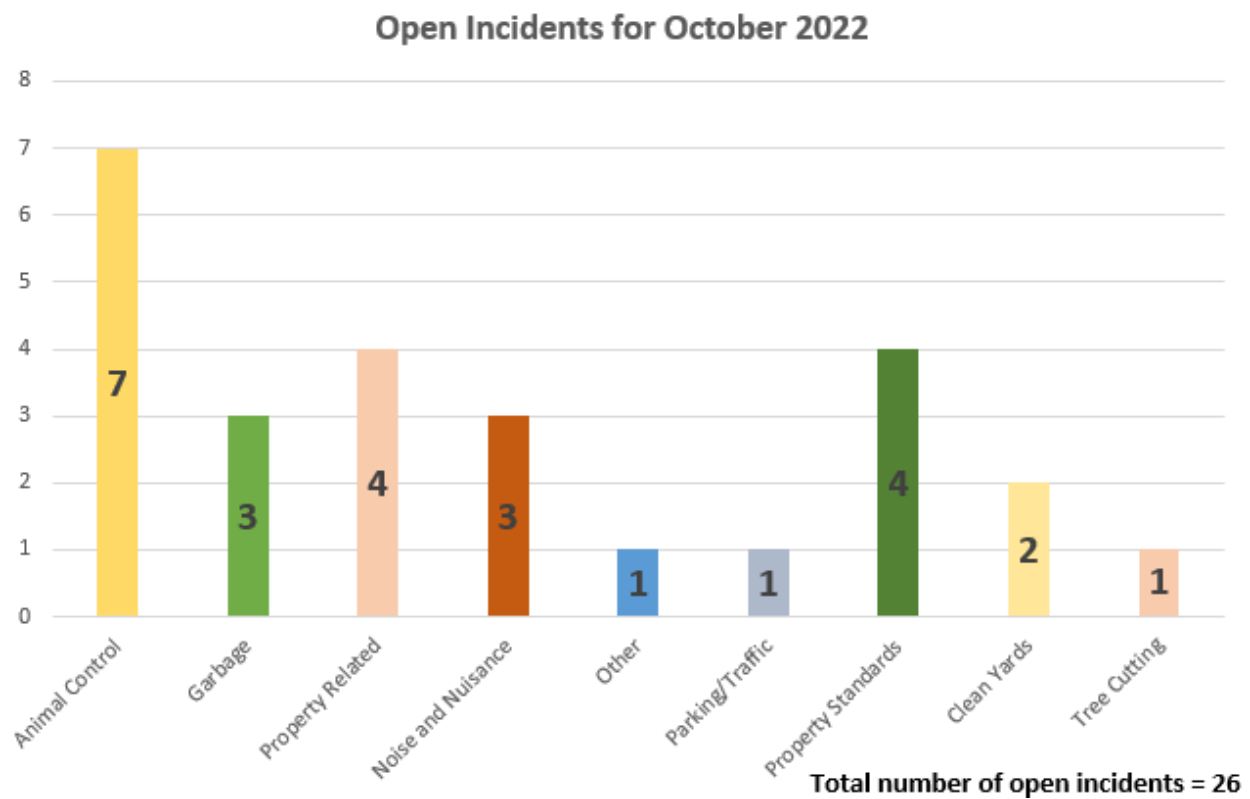
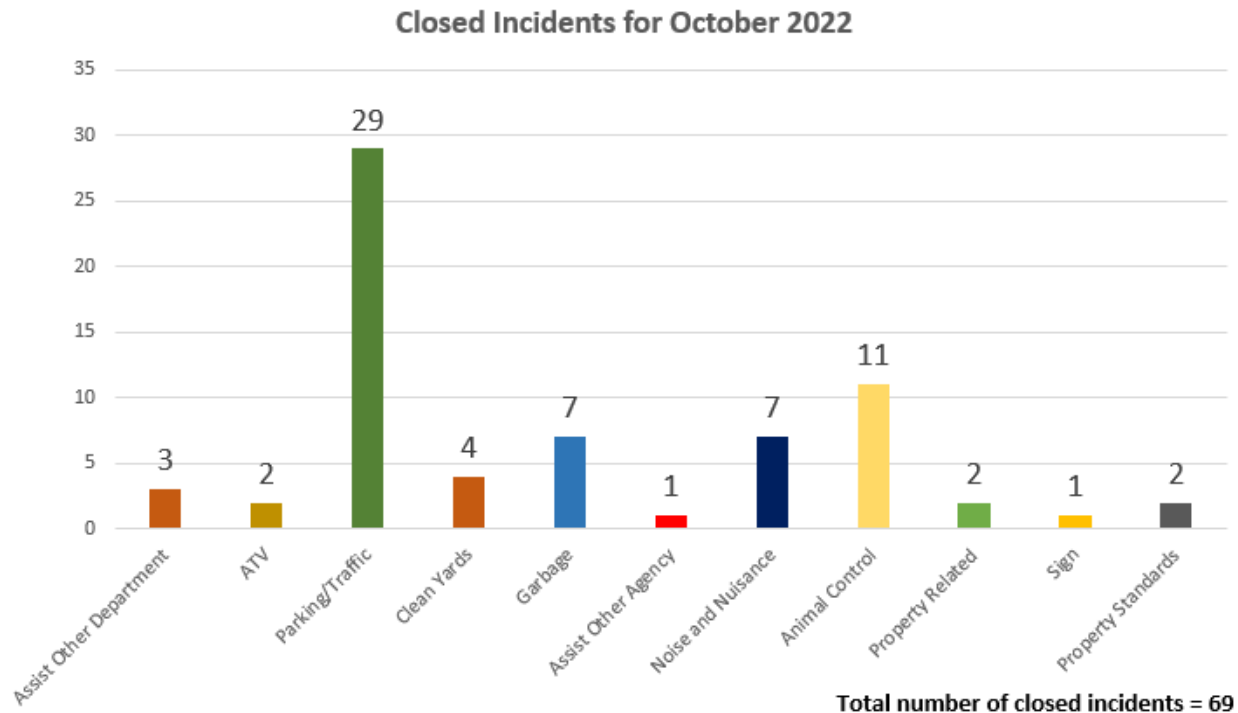
## Total Calls for Service for September 2022: 85



Total number of closed incidents = 72



## Total Calls for Service for October 2022 (up to October 31, 2022): 95



**BUILDING DEPARTMENT QUARTERLY UPDATE  
REPORT AS OF OCTOBER 31, 2022**

The Building Department has hired a Building Inspector in August 2022.

| <b>Month</b>                     | <b>Number of Building Permits Issued</b> |
|----------------------------------|--|
| August                           | 33                                       |
| September                        | 41                                       |
| October (as of October 31, 2022) | 17                                       |
| <b>Total Permits Issued</b>      | <b>91</b>                                |

- **6** Potential Building Without a Permit Notices have been addressed and staff is working alongside with applicants to ensure a permit is obtained. The Building Inspector has also performed proactive patrols to inform citizens on the importance of obtaining a building permit.

The Building Department has conducted 117 inspections from August to October 31, 2022. The table below shows the inspections conducted by month.

| <b>Month</b>                       | <b>Number of Building Inspections Conducted</b> |
|------------------------------------|---|
| August                             | 36  |
| September                          | 45  |
| October (as of October 31, 2022)   | 36  |
| <b>Total Inspections Conducted</b> | <b>117</b>                                      |

The Building Department has received one (1) Minor Variance Application and the Committee of Adjustment is scheduled to meet later this month.

The Building Department is working 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.