



MEMO

To: **By-Law and Planning Committee**
From: **Director of Clerks and Planning Services**
Date: **December 29, 2022**
Subject: **Department Year End Report**

Please find attached the year-end report for Municipal Enforcement, Clerks and Building Department up to December 28, 2022.

The Year-End report details the number of calls for service for Municipal Enforcement, parking tickets issued, etc., as well as the reporting of total Planning Matters, Marriage Licenses, Lottery Licenses and the managing of Woodlands Cemetery.

The report also addresses the total Building Permits and inspections conducted for 2022.

At the next meeting we will present a 2023 work plan for approval by the committee which will detail the bylaws we will be updating as well as discussions around new bylaws that the committee would like to see implemented.

Respectfully Submitted

Director of Clerks and Planning Services