

# 2022 YEAR-END DEPARTMENT REPORT



# MUNICIPAL ENFORCEMENT YEAR END REPORT



# DEPARTMENT OVERVIEW

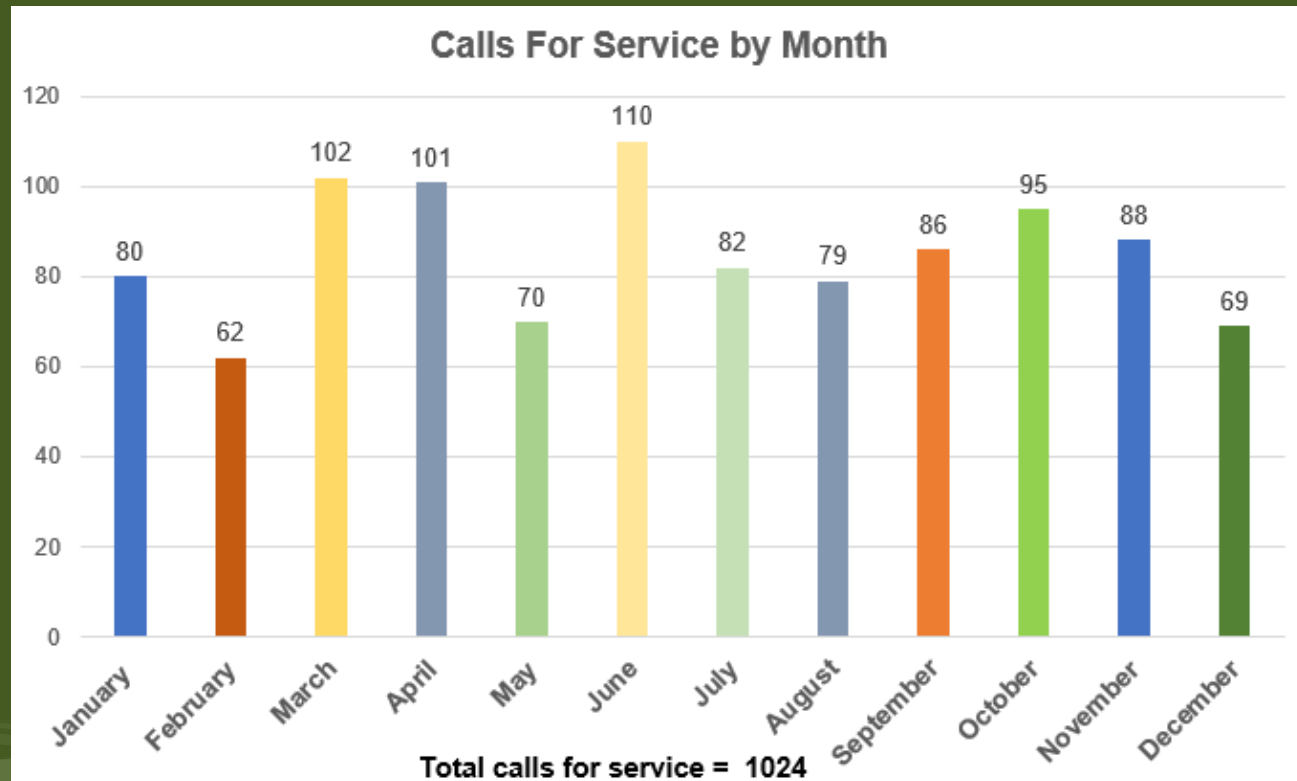
- The Municipal Enforcement Department staffs 2 Municipal Enforcement Officers as well as a shared Secretary with the Building Department.
- Officers also assist in the development with the modernization of By-Laws from the Clerk's Department.
- The Department operates Monday to Friday from 8:30 AM to 4:30 PM to respond to public inquiries, investigations and patrols.

# NATURE OF COMPLAINTS

- Complaints are generated by phone, through the City website and proactive patrol by our Municipal Enforcement Officers.
- Complaints are entered into a database accessible to the department and are reviewed based on the priority matrix.

# TOTAL MUNICIPAL COMPLAINTS

- For 2022, Municipal Enforcement attended to 1024 calls for service.



# TOP FIVE MUNICIPAL COMPLAINTS

1. Parking & Traffic – 215 Calls for Service
2. Animal Control – 187 Calls for Service
  - i. Animal Control Pick Up – 23 Calls for Service
3. Noise & Nuisance – 98 Calls for Service
4. Clean Yards – 92 Calls for Service
5. Property Standards – 87 Calls for Service

# PRIORITY RESPONSE TO CALLS

- Municipal Enforcement has updated its priority sequence in regards to responding to Calls For Service (CFS).

By-Law Priority Sequence	
1	CFS for Public Safety Issues/Natural Disasters & Assisting Emergency Responders
2	CFS for Animal wellbeing or Aggressive Animal(s)
3	Property Standards
4	CFS for By-Law Infractions
5	Proactive Mobile & Foot Patrols
6	Assisting Other Departments
CFS = Calls for Service	

# PRIORITY RESPONSE TO CALLS

1. Public Safety Issues/Natural Disasters and Assisting Emergency Responders (Police, Fire Ambulance).
2. Animal wellbeing and/or aggressive animal(s)
  - a) Enforces the Dog Liability Act and Animal Control & Responsible Pet Ownership By-Law
3. Property Standards and Violations Relating to Existing Orders
  - a) Ensures compliance in building maintenance and structural issues.



# PRIORITY RESPONSE TO CALLS

4. By-Law infractions that are entered into the System and based on priority sequence and call importance.
5. Proactive mobile & foot patrols throughout the municipality and community engagement
  - a) This allows Officers to inform and educate citizens of City By-Laws and lay charges (i.e. parking) where deemed necessary.
6. Assisting other Municipal Departments
  - a) Providing support where requested to departments (i.e. Treasury, Recreation and Public Works).

# PARKING TICKETS

- To date, Municipal Enforcement has issued 119 parking tickets.
- The majority of the tickets have been paid, resulting in \$4,860.00 from tickets paid.
- Tickets that remain unpaid after 45 days are sent to the Provincial Offences Court in Espanola; which will result in a revenue cheque from POA in early 2023.
- Some tickets issued have resulted in individuals wishing to pursue the ticket in the judicial system.

# TRAINING & EDUCATION

- In 2022, the Municipal Enforcement Officers attended a webinar on risk mitigation practices, drafting municipal bylaws and enforcement practices.
- A refresher course was also taken on de-escalation and dealing with mental health.
- The entire Clerks & Planning Services Department attended a Municipal Licensing & Law Enforcement Forum in December 2022 that focused on:
  - Regulating Short-Term Rentals
  - Encampments
  - Case Law
  - By-Laws & Council
  - Animal Services Update

# CLERKS DEPARTMENT YEAR END REPORT



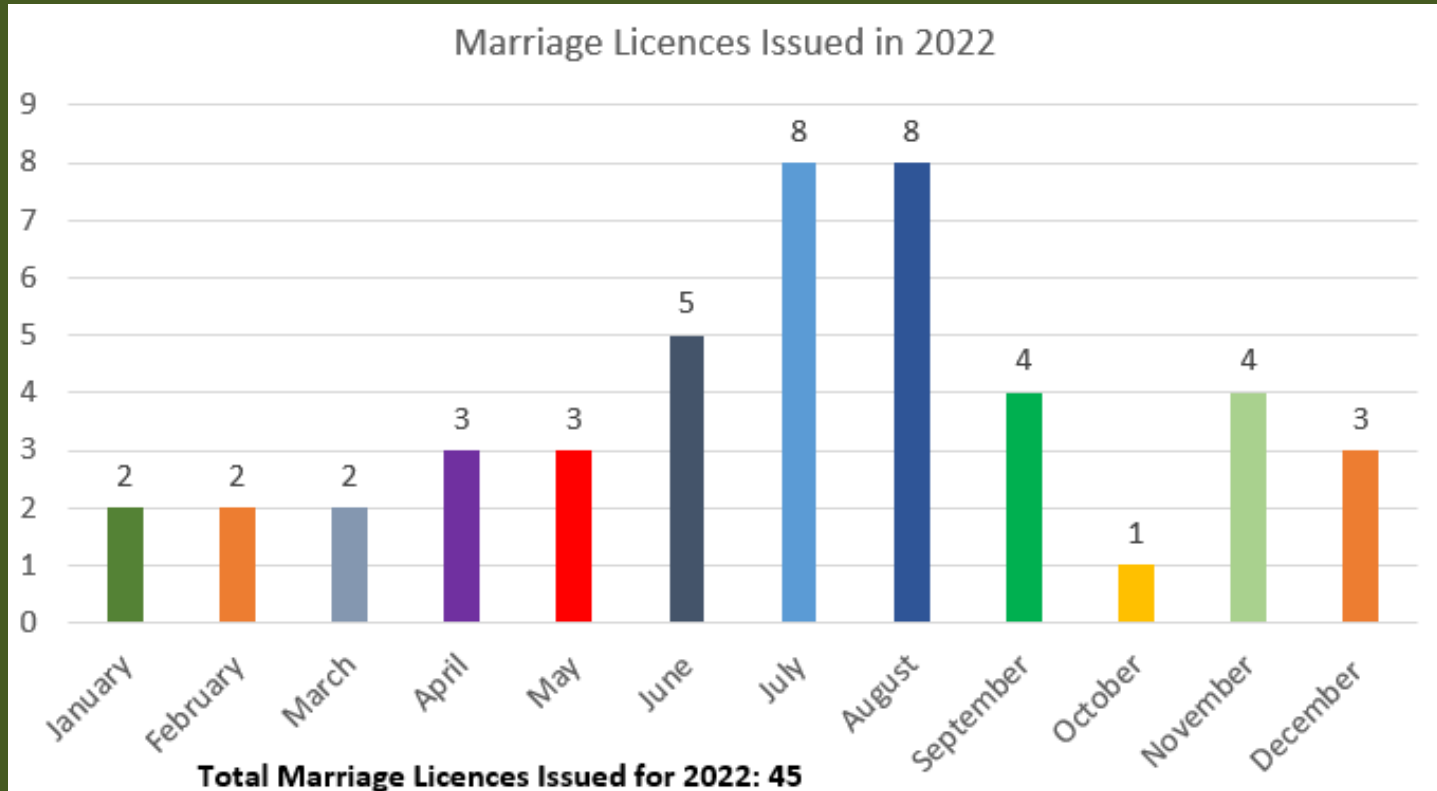
# DEPARTMENT OVERVIEW

- The Clerk's Department oversees a variety services offered to the public, such as land sales, By-Law's, Planning Matters, Marriage Licences, Lottery, Elections, Death Registrations and managing of Woodlands Cemetery.

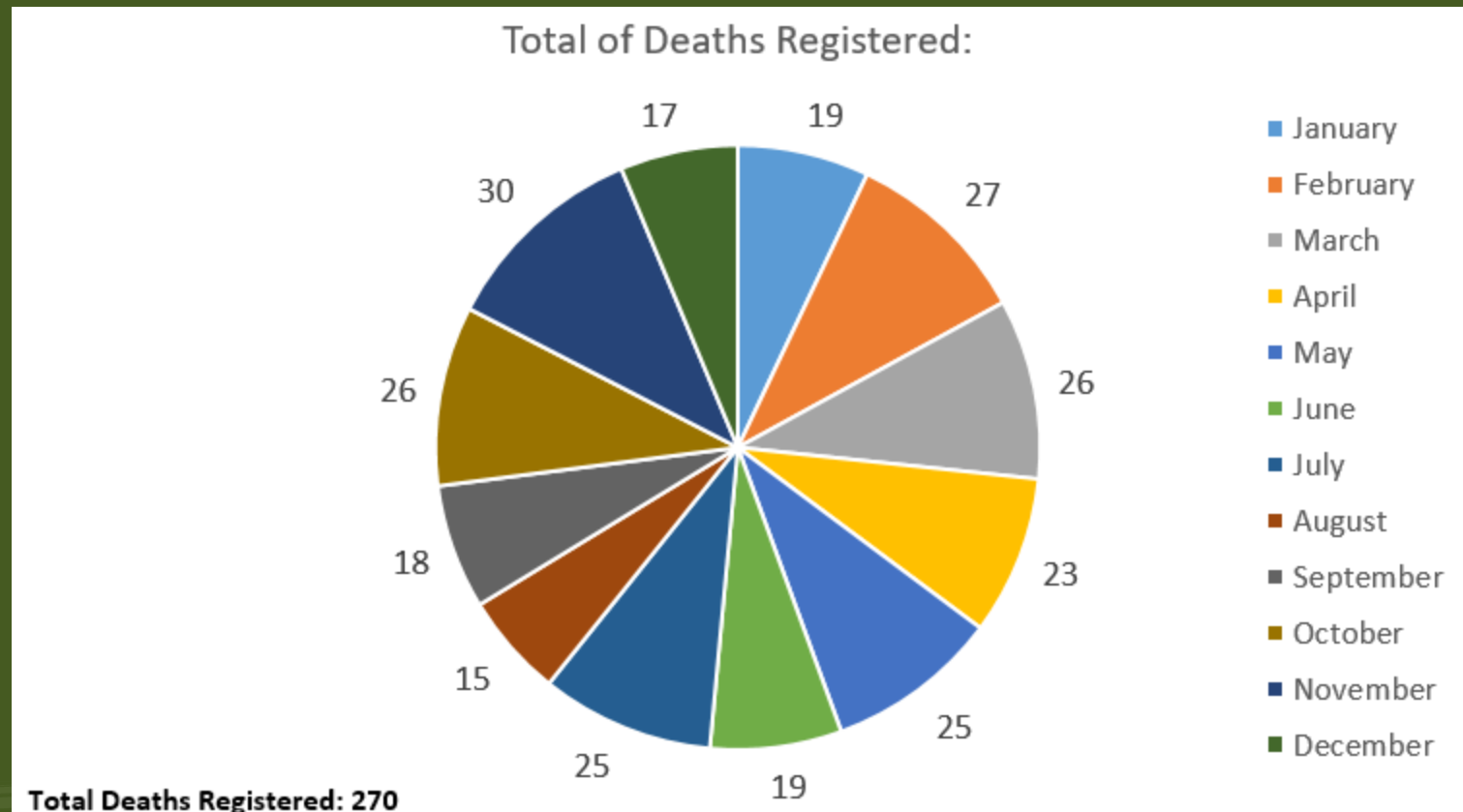
# ZONING BY-LAW AMENDMENTS

Month	Number of Applications	Public Meeting Held?
February	1	Yes
March	2	Yes (1 application rescinded)
April	1	Yes
August	3	Yes <b>1 – TBD</b> (1 application rescinded)
October	1	Yes
<b>Total Received:</b>	<b>8</b>	

# MARRIAGE LICENCES ISSUED



# DEATH REGISTRATIONS BY MONTH



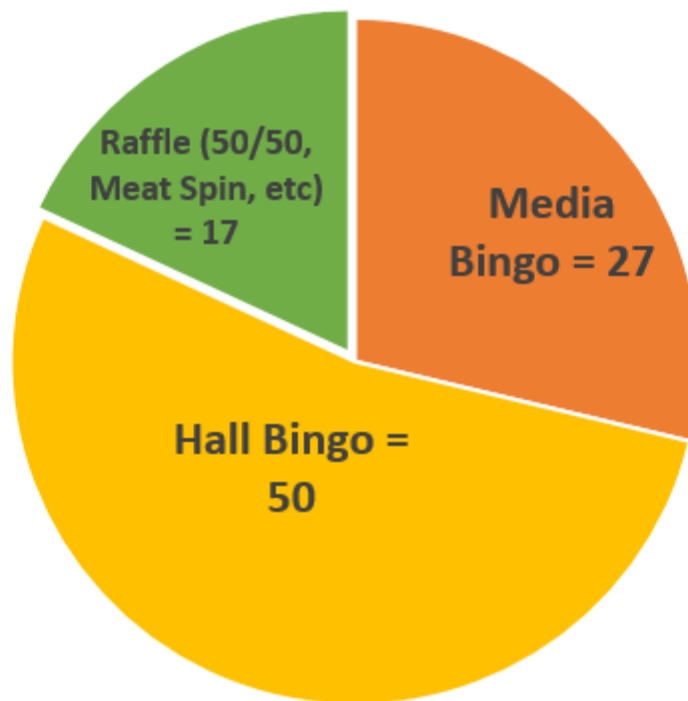


# CEMETERY STATISTICS

Type of Cemetery Services	Total
Number of Casket Plots Sold:	3
Number of Cremation Plots Sold:	14
Number of Niches Sold:	14
Total Plots & Niches Sold:	31
Number of Burials (Cremation & Casket) Performed:	75
Number of Cremation Disinterments Performed:	1

# LOTTERY LICENCES ISSUED

Lottery Licences Issued



Total Licences Issued = 94

# BUILDING DEPARTMENT YEAR END REPORT



# DEPARTMENT OVERVIEW

- In 2022, the Building Department issued 275 building permits.
- 331 inspections have been performed.
- 27 Potential Building Without a Permit Notices have been addressed and staff continue to work alongside with applicants to ensure permits are obtained.
- The department has received three (3) Minor Variance Applications, two (2) of those applications have been approved as well as one (1) Consent Application.

# BUILDING PERMITS ISSUED



# BUILDING INSPECTIONS CONDUCTED

