



# MEMO

To: **Bylaw & Planning Committee**  
From: **Natalie Bray, Director of Planning Services**  
Date: **November 1, 2023**  
Subject: **Department Updates**

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Attached please find a department update for the Municipal Enforcement and Building Bylaw Department, including some cemetery, licensing, and lottery statistics, as of September 30, 2023.

For the Clerk's Department, we will continue our work on the Modernization Project/Work Plan for Municipal Bylaws.

Municipal Enforcement has seen a 23% decrease in calls compared to the third quarter of 2022. A more proactive approach was taken during the summer which reduced the calls for service. Both the secretary and the Municipal Enforcement officers worked diligently on patrol to identify potential problems in a proactive manner.

In the third quarter, 39 notices of violations, 1 order, and 2 parking tickets have been issued.

The Building Department has issued 103 building permits this quarter along with 15 orders to comply.

Our focus over the final quarter will be updating municipal policies and procedures in line with 2024 licensing.

The foregoing is submitted for your information.

Natalie Bray  
Clerk