



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

April – June 2024

**CLERK'S DEPARTMENT QUARTERLY UPDATE
REPORT AS OF JULY 2, 2024**

The Clerk's Department oversees various services offered to the public, such as By-Law Modernization, Zoning By-Law Amendments (ZBLA), Site Plan Control Applications, Residential Land Sale, Marriage Licences, Burial Permits, and the managing of Woodlands Cemetery. Below we provide statistics to the committee from the Clerk's Department from April to June 28, 2024. A list of services offered by the department can be viewed at elliottlake.ca/clerkdepartment

Marriage Licences Issued by Month:

Month	Total of Marriage Licences Issued
April	0
May	1
June	4
Total Marriage Licences Issued:	5 (\$625 this quarter)

Death Registrations by Month Issued:

Month	Total of Deaths Registered:
April	25
May	17
June	12
Total Death Registrations:	54

Cemetery Statistics up to June 28, 2024:

Number of Adult Plots Sold:	4
Number of Cremation Plots Sold:	2
Number of Niches Sold:	4
Total Plots & Niches Sold:	10
Number of Burials Scheduled up to June 28, 2024	33

Lottery:

Types of Lottery Licences:	Total of Licences Issued:
Hall Bingo	13
Raffle (50/50, Meat Spin, etc)	7
Nevada (Break Open Tickets)	1
Total:	21

**MUNICIPAL ENFORCEMENT QUARTERLY UPDATE
REPORT AS OF JULY 2, 2024**

The total occurrences from from April to June, 2024 are **476**. In 2023, from April to June, the total calls for service was **300**; this is a **36.97%** increase occurrences. Proactive patrols have been noted during this quarter.

Below is a table to the Orders and Tickets given in the first quarter of 2024.

Offence Given	Total Issued
Notice of Violations	
Zoning	1
Animal Control	2
Clean Yards	33
Total Notice of Violations Issued:	36
Order to Remedy Violation of Standards of Maintenance and Occupancy	4
Parking Tickets Issued This Quarter:	5
2024 Pet Tags	
Type of Tag	Total Issued
Dog	697
Cat	82

From April to June, 2024, Municipal Enforcement has received **476** occurrences.

- **404** of those occurrences have been completed and closed; 85% of occurrences are completed and closed.
- **72** occurrences 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: Clean Yards, Garbage/Dumping/Storage, Animal Control and Parking/Traffic.

For April 2024, there were **146** occurrences.

- **138** occurrences have been completed and closed.
- **8** occurrences are currently open.
- The majority of the closed occurrences were Animal Control, Snow and Ice, and Parking/Traffic.

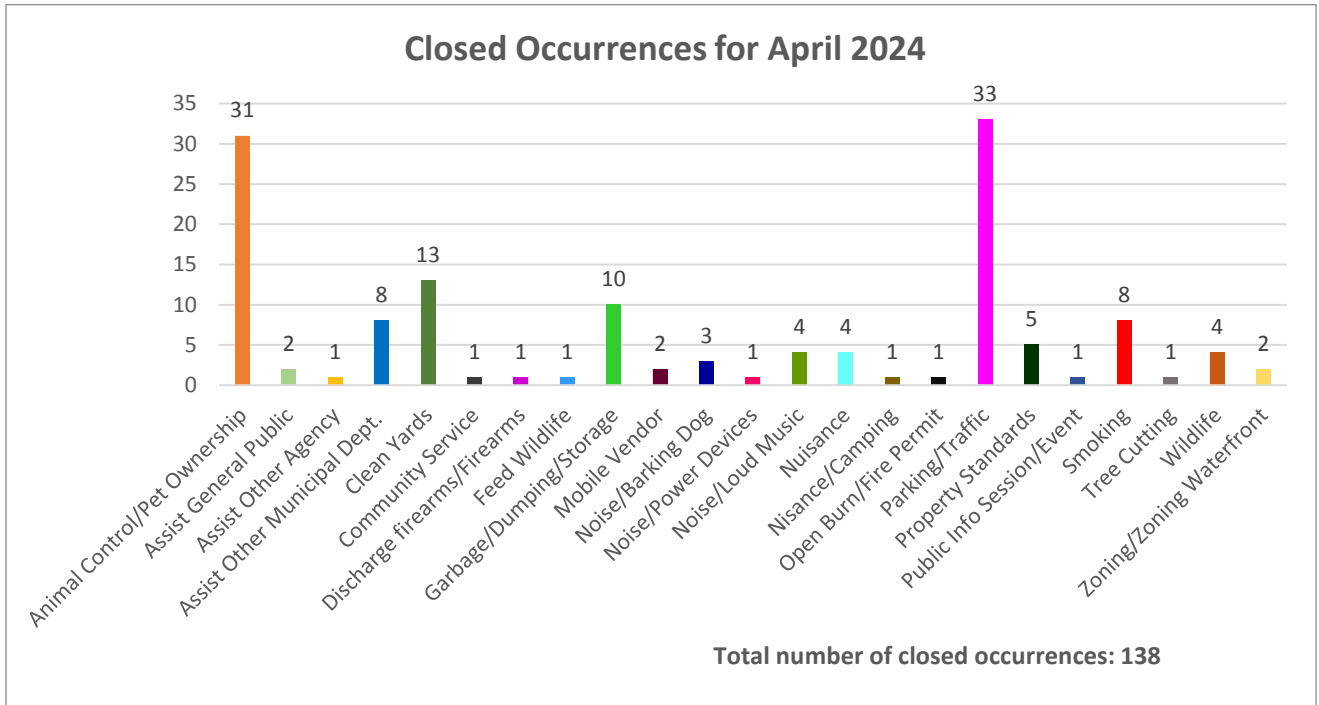
For May 2024, there were **140** occurrences.

- **121** of those occurrences have been completed and closed.
- There are currently **19** open occurrences from February 2024.
- The majority of the closed occurrences were Parking/Traffic, Animal Control and Taxi/Taxi Licensing.
- A Community Town Hall was held by the Municipal Enforcement Department on May 16, 2024 to discuss Clean Yards, Animal Control and Responsible Pet Ownership, Property Standards and Feeding Wildlife By-Laws.

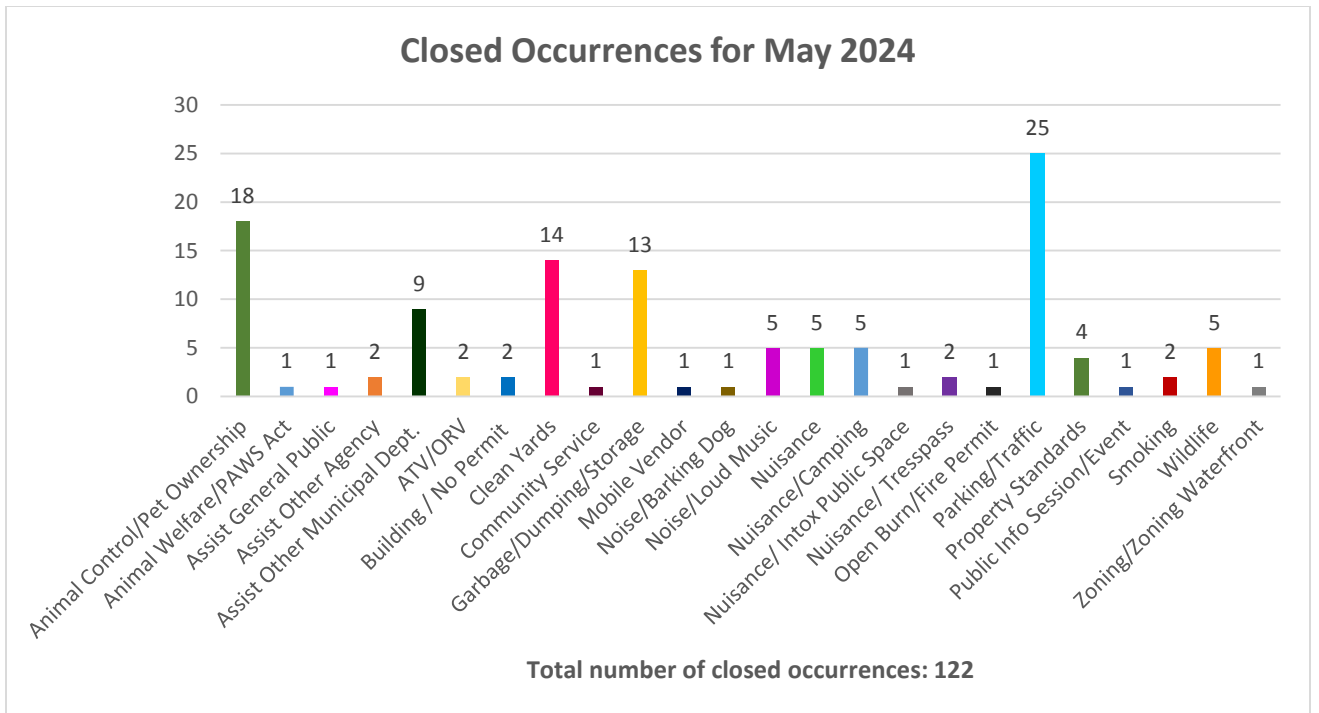
For June 2024, there were **190** occurrences.

- **145** of those occurrences have been completed and closed.
- The majority of the closed occurrences were Animal Control, Clean Yards and Property Standards.
- At the time of this report, there are currently **45** open occurrences from June 2024; which are: Clean Yards, Animal Control and Parking/Traffic.

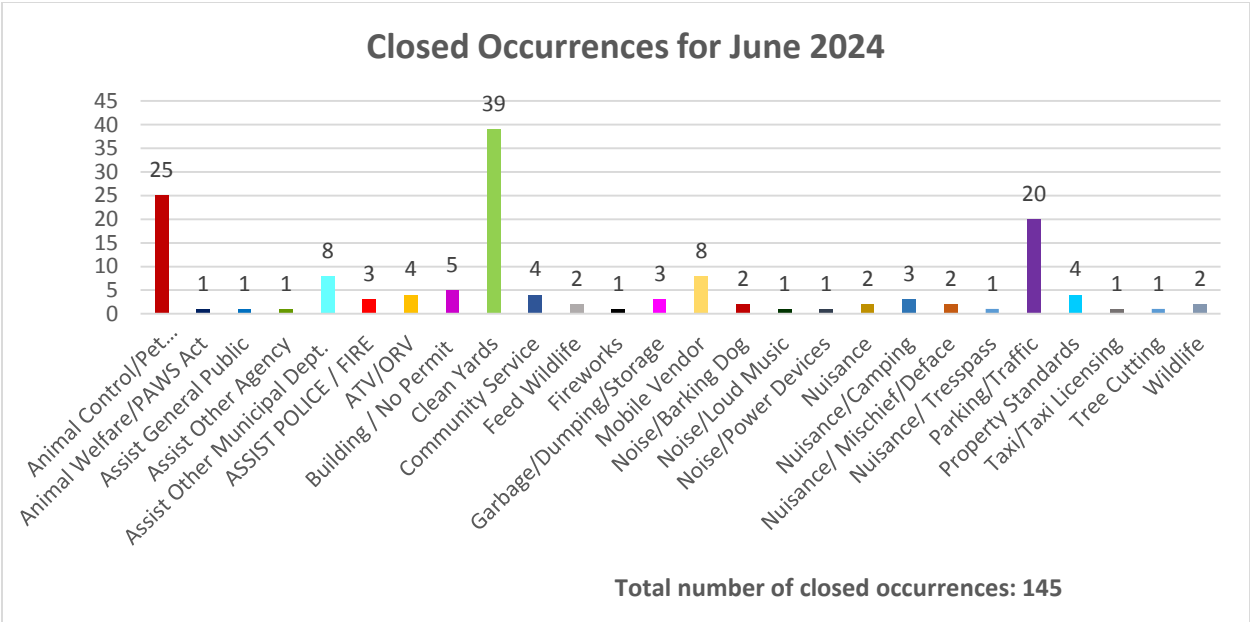
Total Occurrences for April:



Total Occurrences for May:



Total Occurrences for June:



**BUILDING DEPARTMENT QUARTERLY UPDATE
REPORT AS OF JULY 2, 2024**

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 inform and educate the community on the Building Code and Municipal By-Laws.

Month	Number of Building Permits Issued
April	28
May	48
June	52
Total Permits Issued	128

- **7** notices for construction without a Building Permit were issued by the Building Inspector.

The Building Department has conducted **91** inspections from April to June. Compared to April to June 2023 (**144** inspections conducted), this is a **36.8%** decrease and the table below shows the inspections conducted by month.

Month	Number of Building Inspections Conducted
April	13
May	34
June	44
Total Inspections Conducted	91