

Date: February 4th, 2021

Report To: Planning & Development Executive Committee.

From: Patrick Briere, By-Law Enforcement Officer

RE: January Activities for By-Law Enforcement Department.

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Please see the below information for the month of January activities for this department.

**Operational Constraints**

- Provincial Stay at Home Order in effect.

**January 2021**

Animal Pound Statistics

Impounded Dogs	1
Impounded Cats	0
After Hours Visits	4
Total Shelter Visits for Month	8

Monthly Parking Statistics

Tickets for Month	69
Ticket by OPP	0
Monthly Total	69
Yearly Total Issued	69

Daily Activities completed by By-Law Officers.

- Animal Pound Activities.
- Pawn Shop Visits.
- Checking Parking Equipment (Repairs/Maintenance to Meter Equipment).
- Garbage Collection Issues.
- Parking Enforcement (Fire Lanes, Handicap Zones, Calendar Parking, Parking Lots, Downtown Core).
- Fine Box Collections & Ticket Processing.
- Snow on Sidewalks Inspections (Downtown BIA Area).

Other Duties Completed by By-Law Officers

- Month End Office Reports.
- OPP Monthly Parking Stats.
- Weekly Mileage for Civic Centre Vehicles.
- Emergency Management COVID-19 Response.
- OFMEM PEOC Calls Twice per Week.
- NWHU Vaccination task Force Meetings.
- JHSC Activities & Monthly Inspections.
- Monthly Activities Reporting to PDEC.
- OFMEM EEPMO Project Meetings.
- Tent By-Law Review.

- Snow Vehicle's Request Letter.
- Business License Renewals Underway.
- Taxi Licensing on Hold (COVID Stay at Home Order).
- Moving Permit Renewals Underway.
- Transporting Documents to Staff Working from Home.
- Alberton Township Questions on Enforcement Agreement.
- Training New Head Cashier on Parking Payment Processes.
- Mobile System for By-Law Truck.
- POA Court Health & Safety Inspection.
- Transferring PDEC files to Deputy Clerk.
- Parking Meter Vandalism/Theft.

Occurrence Type (Complaints & Information)	Calls for Service/Complaints
Single Use Plastics	12
Parking	7
Animals	4
Business Licensing	11
Property Standards (Includes Landlord/Tenant)	5
Building Code Issues with CBO	1
Taxi	4
Sign Permits	1
Moving Permits	2
Snow Issues	9
Heavy Trucks	2
Waste Management (Includes Recycling Changes)	14
COVID Legislation	3
OPP Call Outs	4
<b>TOTAL CALLS FOR SERVICE</b>	<b>79</b>

Respectfully submitted,

Original Signed By

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