

Date: November 12<sup>th</sup>, 2020

Report To: Planning & Development Executive Committee.

From: Patrick Briere, By-Law Enforcement Officer

RE: Update on Activities in 3<sup>rd</sup> Quarter for By-Law Enforcement Department.

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Please see the below information for the months of August, September & October activities for this department.

### **Operational Constraints**

- Parking Enforcement during COVID-19 was put on hold by the Provincial Government between March 2020 – September 2020. After September 14<sup>th</sup>, enforcement could resume with regular processes (issuing, impending conviction notifications, convictions). It is important to note that POA cannot add late fees or plate denials to convicted tickets issued until after December 1<sup>st</sup>, 2020.

- Landlord/Tenant Complaints – July 1<sup>st</sup>, 2018 the Government downloaded all landlord/tenant complaints regarding maintenance to properties to Municipalities. All Municipalities that had By-Law Enforcement were to ensure a Property Standards By-Law was in place to deal with these issues.

### **August 2020**

#### **Animal Pound Statistics**

Impounded Dogs	1
Impounded Cats	0
After Hours Visits	1
Total Shelter Visits for Month	7

#### **Monthly Parking Statistics**

Tickets for Month	0
Police Issued	0
Final Total	0

#### **Daily Activities completed by By-Law Officers**

- Animal Pound Activities.
- Pawn Shop Visits.
- Checking Parking Equipment.
- Garbage Collection Issues.
- Parking Enforcement (Fire Lanes, Handicap Zones).
- Fine Box Collections.
- Treasury Staff Escort to Bank & Post Office.

#### Other Duties Completed by By-Law Officers

- Month End Office Reports.
- OPP Monthly Parking Stats.
- Emergency Management COVID-19 Response.
- JHSC Activities & Monthly Inspection.
- PDEC Secretary Duties.
- Deliver Agenda's for Clerk's Office
- Deliver Cheques for Treasury.
- Assist Clerk with Shredding.
- Flag Raising.

Occurrence Type (Complaints & Information)	Calls for Service/Complaints
Found Bikes	3
Moving Permits	2
Fences	7
Parking	3
Animals	13
Business Licensing	2
Property Standards (Includes Landlord/Tenant)	6
Taxi	1

## September 2020

### Animal Pound Statistics

Impounded Dogs	0
Impounded Cats	0
After Hours Visits	0
Total Shelter Visits for Month	0

### Monthly Parking Statistics

Tickets for Month	0
Police Issued	0
Final Total	0

### Daily Activities completed by By-Law Officers

- Animal Pound Activities.
- Pawn Shop Visits.
- Checking Parking Equipment.
- Garbage Collection Issues.
- Parking Enforcement (Fire Lanes, Handicap Zones, Kiss N Ride, etc).
- Fine Box Collections.
- Treasury Staff Escort to Bank & Post Office.

### Other Duties Completed by By-Law Officers

- Month End Office Reports.
- OPP Monthly Parking Stats.
- Emergency Management COVID-19 Response.
- JHSC Activities & Monthly Inspection.
- PDEC Secretary Duties.
- Deliver Agenda's for Clerk's Office
- Deliver Cheques for Treasury.
- Assist Clerk with Shredding.
- Flag Raising.

Occurrence Type (Complaints & Information)	Calls for Service/Complaints
Found Bikes	1
Moving Permits	5
Fences	3
Parking	3
Animals	6
Business Licensing	2
Property Standards (Includes Landlord/Tenant)	6
Taxi	1
Noise	2

## **October 2020**

### Animal Pound Statistics

Impounded Dogs	1
Impounded Cats	0
After Hours Visits	2
Total Shelter Visits for Month	7

### Monthly Parking Statistics

Tickets for Month	2
Police Issued	0
Final Total	2

### Daily Activities completed by By-Law Officers

- Animal Pound Activities.
- Pawn Shop Visits.
- Checking Parking Equipment.
- Garbage Collection Issues.
- Parking Enforcement (Fire Lanes, Handicap Zones, Kiss N Ride, etc).
- Fine Box Collections.
- Treasury Staff Escort to Bank & Post Office.

### Other Duties Completed by By-Law Officers

- Month End Office Reports.
- OPP Monthly Parking Stats.
- Emergency Management COVID-19 Response.
- JHSC Activities & Monthly Inspection.
- PDEC Secretary Duties.
- Deliver Agenda's for Clerk's Office
- Deliver Cheques for Treasury.
- Assist Clerk with Shredding.
- Flag Raising.
- New Insurance Cards for Civic Centre Vehicles.
- Weekly Mileage for Civic Centre Vehicles.

Occurrence Type (Complaints & Information)	Calls for Service/Complaints
Found Bikes	1
Moving Permits	6
Sign Permits	1
Fences	2
Parking	5
Animals	11
Business Licensing	2
Property Standards (Includes Landlord/Tenant)	8
Taxi	3
Noise	1
Cannabis	2
Open Air Burning	2
Waste Management	1

Respectfully submitted,

Original Signed By

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