

# STAFF REPORT

**Department: Administration**

**Date: March 4, 2025**

**Item: Recommendation regarding Bylaw Enforcement Services and Animal Control Contract**

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**Recommendation:** Be It Resolved That: The Corporate Services Committee recommend to Council that the Bylaw Enforcement Services and Animal Control Contract be accepted as presented and that Bylaw No. 3230/25 be adopted accordingly.

**Background:** Please see report provided in package by the service provider.

**Analysis:** Staff is supportive of entering into a 10-year agreement with the service provider who has agreed in exchange to cap annual inflationary increases to 2% annually and to take on additional Property Standards responsibilities to increase pro-active enforcement in alignment with the Town's Strategic Plan at no additional cost. Staff is satisfied with the value for service with this provider and is confident that the provider has sufficient flexibility to adapt services based on the Corporation's needs and direction if needed. The direction provided to Bylaw Enforcement by the Corporation is to utilize education, dialogue and warnings when appropriate to avoid fines or court proceedings. Fines or court proceedings are usually only undertaken if efforts to resolve the matter have failed or if the violation is so blatant that a fine is clearly merited.

It should be noted that Property Standards will still be primarily managed by the Property Standards Officers in the Building Department however, the Bylaw Enforcement Officer will provide additional support to the Department as will be directed by the Chief Building Official for a certain scope of property standards matters.

Bylaw Infraction Ticket Revenue:

2024: \$1,175  
2023: \$255  
2022: \$320  
2021: \$803  
2020: \$1,100



**Existing Policy:** Contract has expired

**Strategic Goal:** Pride of Place

**Financial Commitment:** Annual cost of \$80,141.90, subject to annual CPI increases capped at 2% for a 10-year term.

**Budgeted:** Yes  No

**Implementation:** Upon Council Adoption

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**Prepared By:** Joseph Burke

**Department Manager:**

**CAO/Clerk:** Joseph Burke

**Approval of Recommendation:** Yes  No

**Comments:**