



**CLERKS, BY-LAW
ENFORCEMENT &
ANIMAL SERVICES
DEPARTMENT**

**2023
BUDGET**

CLERKS DEPARTMENT

Mandate

- ▶ The role of Clerk is one of the two oldest public servant professions, along with the tax collector, dating back to before Biblical times. The Clerk was referred to as 'Town Reminders' or 'Remembrancers'.
- ▶ In today's society, municipal clerks have become the hub of the government. Clerks stand as the local historian and remain a trusted link between the citizens and the government.

CLERKS DEPARTMENT

Role and Responsibilities

- ▶ Council Secretariat Services (agendas, minutes, by-laws, resolutions, follow-up correspondence, livestream & recording)
- ▶ Administrative support to Council appointed advisory Committees
- ▶ Cemeteries – records management, burial administration, sale of new plots
- ▶ Communications – website, social media accounts, e-newsletter, advertising, public notices, media releases, Council Information Index
- ▶ Municipal drains & tile drainage applications
- ▶ Accessibility Coordination
- ▶ Municipal Licenses and Permits
- ▶ Freedom of Information Requests
- ▶ Vital Statistics – Burial Permits, Death Records, Marriage Licenses, reports to Registrar General
- ▶ Returning Officer for municipal election delivery

CLERKS DEPARTMENT

2022 Achievements

- ▶ Municipal Election Organization and Delivery
- ▶ Council Inaugural meeting and Orientation
- ▶ COW/Council/Closed/SPC meetings - 53
- ▶ Advisory Committee wrap up survey
- ▶ New contract position for Communications/Tourism
- ▶ 2022-2026 Multi-Year Accessibility Plan
- ▶ Revised Accessibility Training
- ▶ Customer Service Policy and Training
- ▶ Revised boathouse leases
- ▶ Short Term Rental enhanced enforcement pilot
- ▶ Website Modernization - online Forms & Payment options
- ▶ Flag & Proclamation Policy
- ▶ Council Chambers Hybrid meeting equipment testing

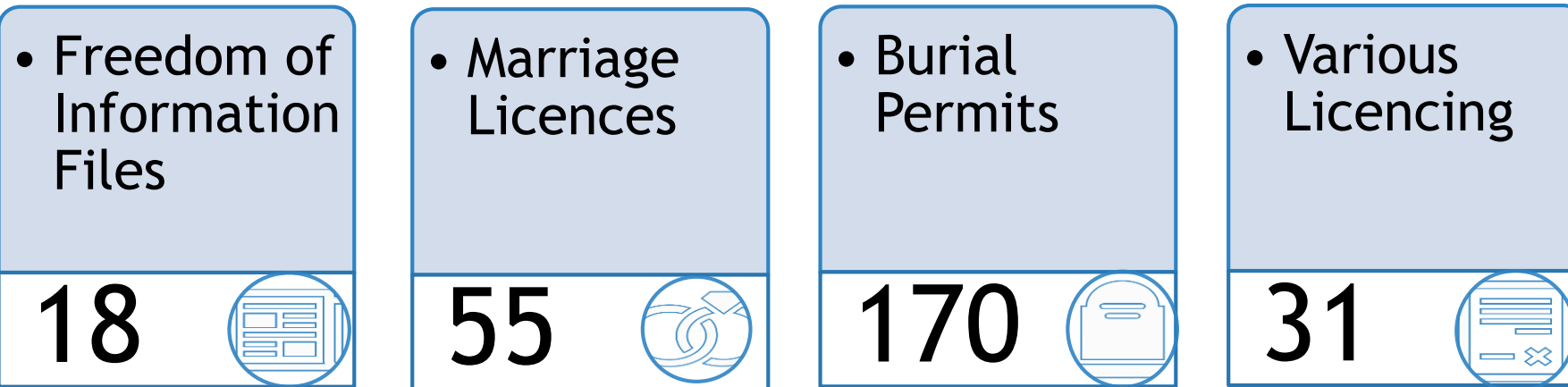


Brock
VOTES
2022 MUNICIPAL ELECTION

2023

CLERKS DEPARTMENT

2022 Achievements - Continued



CLERKS DEPARTMENT

2023 Work Plan

- ▶ Council Orientation continued
- ▶ Accountability & Transparency updating (Public Engagement Charter, Social Media Policy, and Council-Staff Relations Policy)
- ▶ Council appointed committee recruitment & training
- ▶ Sign By-law
- ▶ Municipal Tree By-law
- ▶ Corporate Records Management (Purge day, Retention By-law review)
- ▶ Launch Bids & Tenders website module
- ▶ Focus on public engagement through media channels.
- ▶ Equity, Diversity & Inclusion commitment plan
 - Leading Equitable & Accessible Delivery (LEAD)
 - Reconciliation Training

CLERKS DEPARTMENT

2023 Budget - Departmental Overview

| | 2023 Budget | 2022 Budget | Change |
|--------------------|-------------------|-------------------|------------------|
| Revenues | \$ (32,900) | \$ (133,200) | \$ 100,300 |
| Personnel | 578,200 | 509,300 | 68,900 |
| Non-Personnel | 246,400 | 328,700 | (82,300) |
| Total Expenditures | 824,600 | 838,000 | (13,400) |
| Net Budget | \$ 791,700 | \$ 704,800 | \$ 86,900 |

CLERKS DEPARTMENT

New Initiatives and New Staffing

- ▶ New Staffing Requests:
 - ▶ Staffing Request for Clerk's Department (closed session)
 - ▶ Communications Coordinator, one time contract to recurring contract - \$53,600

CLERKS DEPARTMENT 2024 Outlook

- ▶ Transition Communication & Tourism Coordinator to FTE
- ▶ Records Retention continued, digitize microfiche
- ▶ Customer Relationship Management (CRM) system & centralized Customer Service.
- ▶ Launch of Equity, Diversity & Inclusion Internal Committee



Municipal News

Brock Township has the following Job positions available

Chief Building Official,
Summer Day Camp Coordinator
Summer Camp Counsellor

These job postings and the job descriptions are available at:

<https://www.townshipofbrock.ca/careers/>

Interested applicants for the Chief Building Official are invited to submit a cover letter and resume by no later than **Friday, February 3, 2023**.

Summer Day Camp Coordinator and Counsellor positions no later than **Thursday, February 9, 2023**

Upcoming Meetings

Council and Committee meetings continue to be held electronically. Residents are encouraged to watch the livestream and video recordings of the meetings through the Council Calendar at www.townshipofbrock.ca/

Thursday, February 2, 2023 - Committee of the Whole **CANCELLED**
Thursday, February 9, 2023 - 10:00 a.m. - 4:00 p.m. - Budget deliberations
Monday, February 13, 2023 - 10:00 a.m. - 4:00 p.m. - Committee of the Whole
Monday, February 13, 2023 at 6:00 p.m. Budget Public Engagement meeting
Monday, February 20, 2023 - 10:00 a.m. - 4:00 p.m. - Budget deliberations.

Seeking Nominations for Brock Sports Hall of Fame
Do you have someone who has made a positive impact on the world of Brock? Nominate them for the Brock Sports Hall of Fame in one of 3 categories:
• Athlete
• Coach
• Volunteer
Nominations accepted until March 31, 2023
www.townshipofbrock.ca

Available for Adoption
Sentry and Char are approximately 21 months, neutered and have been vaccinated 7 (vaccines, microchipped and spayed). These two buddies are very sweet and loving young dogs who came to the shelter as strays, so their breed is uncertain. They are great with people and adore one another. They are wearing basic collars and a harness that they are very food motivated.
If you are interested in one or both, please give the shelter a call at 705-432-2844.

MARCH BREAK CAMP
March 15 - 17, 2023
Program held at the former Health Memorial Community Centre
\$31.00 Per Day
Includes: Sports (ages 4-6), Variety Camp (ages 7-10), and a special activity on the final day. Registration opens at 10:00 a.m. February 1, 2023. www.townshipofbrock.ca

Winter Fitness Schedule
Monday's Core Fitness
Tuesday's Yoga
Wednesday's Restorative Yoga
Thursday's Core Fitness
Friday's Core Fitness
Saturday's Core Fitness
Sunday's Core Fitness
Registration opens at 10:00 a.m. February 1, 2023. www.townshipofbrock.ca

Township Sport Programs
Registration opens at 10:00 a.m. February 1, 2023. www.townshipofbrock.ca

PROCLAMATION

The Corporation of the Township of Brock hereby proclaims February 11, 2023 211 Day

JANUARY 23TH, 2023

Mayor Walter Schummer, on behalf of the Council of the Corporation of the Township of Brock

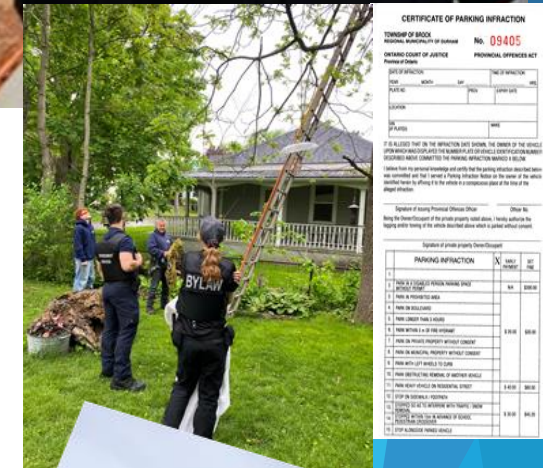
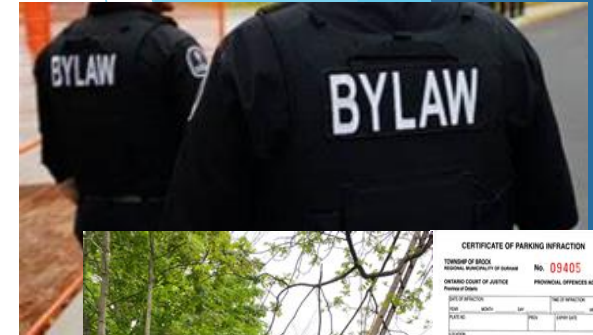
Municipal Office - 1 Cameron St E PO Box 10 Cammington, ON L0E 1E0
Monday-Friday 8:30 a.m. - 4:30 p.m.
www.townshipofbrock.ca 705-432-2355 705-432-3487 brock@brock.ca
@TownshipOfBrock Township of Brock [brocktownship](http://www.townshipofbrock.ca)

2023

BY-LAW ENFORCEMENT & ANIMAL SERVICES DEPARTMENT

Mandate

- ▶ The By-law Enforcement and Animal Services Department investigates and enforces by-laws enacted by Council to uphold community standards and public safety through education and enforcement. The Department ensures residents adhere to the by-laws related to public property offences, such as, excessive loud music, parking infractions, at large-animals, animal interference and bites, property standards etc. The Department strives to maintain the safety of the public as they use roads, sidewalks, parks and other common public spaces. provide public education, awareness programs and services to residents, businesses, and property owners.
- ▶ Officers are also responsible for the Licensing of mobile and stationary businesses. Officers inspect, monitor, investigate and enforce the licensing of mobile and stationary businesses. Which promotes consumer protection, while supporting the health and safety of the public.
- ▶ The Department also operates the Dench Animal Shelter which serves as a Municipal Pound for owned stray animals and an adoption and rescue service for homeless animals requiring forever homes. The Department promotes a safe and healthy environment for people and all animals, and are committed to providing quality care to animals in distress - whether in our care or in the wild



2023

BY-LAW ENFORCEMENT & ANIMAL SERVICES DEPARTMENT

Roles and Responsibilities

1 FT Supervisor, 1 FT By-Law Officer (SR), 1 FT Animal Control Officer, 3 Pt By-Law/Animal Control Officers, 2 Seasonal By-Law Officers (May-Sept) and 8 School Crossing Guards. All By-Law/Animal Control Officers are cross trained to administer all enforcement duties.

Administration Division: Comprised of the The By-Law Enforcement and Animal Control Supervisor, and responsible for the overall operation and administration of the Department which includes but is not limited to, By-Law, Animal Control, Parking, Licensing, Property Standards, Dench Animal Shelter and the Crossing Guard Program. The FT By-Law Officer and FT Animal Services Officer assist the Supervisor in basic administrative and operational needs, including annual training program and parking administration.

Both FT and PT staff conduct the following duties, along with the Supervisor for the following services:

- Enforcement of By-Law and Animal Control By-Laws - public education
- Parking Enforcement - Licensing Inspections
- Property Standards Enforcement - compliance/enforcement
- Emergency/24 hour response Animal Control - fundraising
- Crossing Guard Backup

Staff also assist with the general operation of the Dench Animal Shelter which provides the following services which includes providing quality care to animals in distress, fostering, impounding and adoptions, collaboration with industry partners and public education promotion responsible animal welfare and ownership.

BY-LAW ENFORCEMENT & ANIMAL SERVICES DEPARTMENT

2022 Achievements

- ▶ **STR Pilot Program**
- ▶ **Drafting/Amendments of By-Laws**
- ▶ **Noise, Nuisance, Fireworks, Burn By-Law**
- ▶ **Established Short Form Wording for Enforcement By-Laws**
- ▶ **Permitted Parking (Pilot Project) Sunderland**
- ▶ **Assisted with development and established enforcement levels for Winter Parking Restriction**
- ▶ **Certification of By-Law and Animal Control Officers Baton and OC Spray**
- ▶ **Purchase of PPE (including BPV's for all enforcement staff)**
- ▶ **Computer Programs/Tracking - FirePro and Shelter Buddy**
- ▶ **Updated and established service fees for By-Law Services and Animal Control and Animal Shelter**
- ▶ **Updated and Upgraded Training Programs for Staff**
- ▶ **Appeals – 1 Animal Control Restraint/Muzzle Order (successful)**
- ▶ **Appeals – 2 Property Standards By-Law (Successful)**
- ▶ **Increased levels of enforcement including Part 1 and Part 3 Offences**

BY-LAW ENFORCMENT & ANIMAL SERVICES DEPARTMENT

2022 Achievements

| Type of License | Number of Inspections | Number of Licenses Issued |
|---------------------------|-----------------------|---------------------------|
| Doggie Daycare | 2 | 2 |
| Breeding/Boarding Kennels | 8 | 8 |
| Prohibited Animal License | 1 | 1 |
| Taxi /Limousine | 0 | 0 |
| Wrecking Yard | 1 | 1 |
| Campground/Trailer | 3 | 3 |

PARKING INFRACTION NOTICES

| YEAR | NUMBER OF PARKING INFRACTIONS ISSUED |
|------|--------------------------------------|
| 2021 | 212 |
| 2022 | 413 |



2023

ANIMAL SHELTER AND ANIMAL CONTROL CALL SERVICE STATISTICS 2022

| ADOPTION | WILDLIFE INJURED AND NUSIANCE | AT LARGE | LOST FOUND | BARKING | SURRENDERS | ANIMAL BITES | VET | OTHER |
|----------|-------------------------------|----------|------------|---------|------------|--------------|-----|-------|
| 282 | 43 | 111 | 93 | 27 | 74 | 45 | 62 | 155 |



BY-LAW SERVICE STATISTICS 2022

| YEAR | Parking Fines | Property Standards | Noise Nuisance | ATV | Parking | COVID | Building | Other |
|------------------|---------------|--------------------|----------------|-----|---------|-------|----------|-------|
| 2022 Q4 YEAR END | 397 | 78 | 78 | 16 | 24 | 2 | 2 | 40 |

BY-LAW ENFORCMENT & ANIMAL SERVICES DEPARTMENT

2023 Work Plan

- ▶ STR YEAR 2 SEASONAL OFFICER PROGRAM
- ▶ SIGN BYLAW
- ▶ CONTINUE TO DEVELOP IN HOUSE TRAINING FOR PROPERTY STANDARDS
- ▶ PERMITTED PARKING BEAVERTON AND CANNINGTON
- ▶ INVESTIGATE AMP SYSTEM FOR BOTH PARKING AND BYLAW OFFENCES
- ▶ RESEARCH AND DEVELOP OPTIMUM SERVICE LEVELS
- ▶ REVIEW ALL ENFORCEMENT AND LICENCING BYLAWS FOR UPDATES
- ▶ CONTINUE OFFICER CERTIFICATION
- ▶ BACKYARD CHICKENS / OFF LEASH DOG PARKS
- ▶ CONTINUE TO INVESTIGATE SHARED SERVICES FOR ANIMAL SHELTER

BY-LAW ENFORCEMENT & ANIMAL SERVICES DEPARTMENT

2023 Budget - Departmental Overview

| | 2023 Budget | 2022 Budget | Change |
|--|-------------------|-------------------|------------------|
| Revenues | \$ (44,350) | \$ (36,600) | \$ (7,750) |
| Personnel | 393,700 | 380,500 | 13,200 |
| Non-Personnel | 97,300 | 101,000 | (3,700) |
| Total Expenditures | 491,000 | 481,500 | 9,500 |
| Net Budget By-Law and Animal Services | \$ 446,650 | \$ 444,900 | \$ 1,750 |
| Traffic Control - Crossing Guards | 90,200 | 80,600 | 9,600 |
| Net | \$ 536,850 | \$ 525,500 | \$ 11,350 |

2023

BY-LAW ENFORCEMENT & ANIMAL SERVICES DEPARTMENT

2024 Outlook

- ▶ Consideration of new industrial washer & dryer for the shelter
- ▶ Additional vehicle for enforcement staff
- ▶ Increase stock in Personal Protective Equipment (bullet proof vests).



2023 BUDGET