



GRAND VALLEY

## STAFF REPORT

**To:** Mayor and Members of Council  
**From:** Brad Haines – By-law & Property Standards Enforcement Officer  
**Meeting Date:** March 25, 2025  
**Report Number:** 2025-052  
**Subject:** By-law Enforcement Status Update – February 2025

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### Recommendation

**THAT** Council receives Report – By-law Enforcement Status Update – February 2025, for information purposes.

### Executive Summary

#### Purpose

The purpose of this report is to provide Council with an update on the current status of the By-law Enforcement Department, enforcement/prosecution activities, upcoming training, equipment use and upcoming / ongoing projects.

#### Key Findings

This report will focus on:

- Parking Enforcement and Statistics
- Recent Complaints and Inquires
- South West Dufferin Police Services Board
- Training – Intermediate Incident Command Systems (IMS 300)
- Possible Revenue Opportunities within By-law Enforcement

#### Financial Implications

There are no financial implications to this report.

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## Report

### Background

To provide Council with an update of the By-law and Property Standards Enforcement activities for the month of February 2025.

### Discussion

#### Parking Enforcement and Statistics

By-law Enforcement is continuing its proactive parking enforcement program by conducting proactive patrols, patrolling multiple times per shift, issuing parking infractions as warranted in addition to reactive patrols upon receiving any complaints. Continuing to work with Public Works and other Town staff as needed. Evening and weekend needs are continually being addressed by continuing sporadic parking enforcement shifts. By-law Enforcement is continually receiving parking inquiries, addressing them as received and providing public education when warranted. Continuing to be pro-active for winter parking enforcement by ticketing vehicles not complying with winter regulations to ensure smooth snow removal for the Public Works Team and ensure on going compliance.

#### Stats - Parking Enforcement – February 2025:

- Total Infraction notices issued = 24
- Total Notices paid = 15
- Impending Conviction Notices sent = 10
- Sent for Conviction to POA-Caledon = 5
- Vehicles Towed = 0

#### Recent Complaints and Inquiries

Burnside Engineering conducted close circuit television (CCTV) inspections in late 2024 of the Towns sanitary sewers. Upon completing said inspection, an unknown large discharge of clear water was discovered in one area of the urban boundary. The CCTV inspection was conducted late in the evening, raising 'red flags' as it is uncommon to see this amount of discharge at this time of day. It was also noted that there was rainfall at the time of the inspection, leading Burnside to believe it was from a residential sump pump or a buried downspout from an eavestrough directly connected to the sanitary sewer.

At Burnside Engineering's request, By-law Enforcement scheduled an in-home inspection with a nearby property owner which was thought to be the source of the unknown discharge of water. Upon completion of the in-home inspection, the source is still undetermined as there were no abnormalities noted in the residence. The discharge is now thought to be coming from another

nearby property with buried downspout / eavestrough that is directly connected to the sanitary sewer. Given the time of year and the amount of snow accumulation, By-law Enforcement and Burnside will schedule an additional inspection in the early Spring in hopes of determining the source of the water discharge and follow up with any warranted enforcement action at that point.

### **Training - Intermediate Incident Management System (IMS 300)**

By-law Enforcement attended a three-day training course held by Emergency Management Ontario and Dufferin County on Intermediate Incident Management System. IMS 100 and IMS 200 are the pre-requisites for the course and have been previously completed. Incident Management System (IMS) is a structured approach that organizations and municipalities use to effectively respond to, mitigate, and learn from an emergency or serious incident. The primary goal of an IMS is to provide a standardized process for handling incidents, from initial detection and response to the final resolution and post-incident analysis.

Municipal, Public Health, Police and Fire Department personnel from all over the province attended the course which was hosted in Orangeville. The course consisted of both theory and practical aspects. The class was divided into emergency control groups and had to respond to different types of emergencies and scenarios as they would if they were representing their given organization, and the course concluded with a final exam.

### **South West Dufferin Police Services Board**

The South West Dufferin Police Services Board conducted its second meeting since the board's amalgamation on February 20<sup>th</sup>, 2025. The meetings for the remainder of the year have been scheduled for 4 pm on May 15<sup>th</sup>, September 18<sup>th</sup> and November 20<sup>th</sup>, 2025 with meetings to be held at the Grand Valley Town Hall.

The deadline for the vacant Grand Valley Municipal appointee position concluded on February 28<sup>th</sup>. The applicants and their letters of interest are available for review in a separate Confidential Report – Public Appointment to Dufferin South West OPP Detachment Board, Police Services Board, 2025-055.

### **Possible Revenue Opportunities within By-law Enforcement**

Upon receiving comments from Council to investigate possible revenue opportunities, By-law Enforcement conducted research on potential future revenue opportunities.

Council's comments included By-law Enforcement should increasing its ticketing and provide less public education as it does not generate revenue. The current set fines, approved by the

Ministry under many of Town of Grand Valley's by-laws are not high enough to generate revenue, as many of the fines are \$150-\$300 and the highest being \$500. The cost of prosecution is \$450 for a half day and \$650 for a full day, not to mention any staff time or involvement that would contribute to the costs. In addition to being a complaint-based By-law Enforcement program the cost of prosecution makes it difficult to have a large amount of revenue when the fines being prosecuted are lower than the cost of prosecution.

Part III summons are the most efficient way to generate revenue as the fines are often 'up to \$50,000 for an individual or \$100,000 for a corporation' however, these are usually much larger, more serious infractions that are not common from a complaint-based By-law Enforcement program, such as Grand Valley's.

Grand Valley's set fines for parking, which is the Town's most frequent offence, is lower than most other municipalities. Most set fines for surrounding municipalities such as Shelburne has minimum parking fine of \$40 while Southgate has a minimum of \$50. For reference, Grand Valley's is currently only \$30. In addition to this, more serious safety related parking infractions such as parking in a fire route or in front of a fire hydrant Grand Valley's fines are only \$30 while other municipalities often have higher fines (\$50 - \$75) for such infractions.

Introducing an AMPS or Administrative Monetary Penalty System would be another suggestion to generate revenue. All of the hearings and payments would be conducted in house and negate the need for attending the Dufferin County court house and be much more efficient than the typical waiting period with the Provincial Court system. The Town would either subcontract a screening officer and hearing officer to conduct the hearings or have them on staff. The Provincial court system is having issues collecting fines. As of September 2024, there was \$1 Billion in non paid fines in the province of Ontario. Prosecution fees would be significantly reduced as a prosecutor would not be needed. Unpaid parking AMP's result in plate denial until payment including administrative costs are paid in full (similarly to current parking infraction notices in POA). Confirmed and unpaid non-parking A.M.P.s are either sent to a Collection Agency, Small Claims Court or can be added to the tax roll, depending on the specifics of the by-law. While AMPS would be the most effective way for By-law Enforcement to generate revenue, it would take significant time to re-draft all of the town's by-laws and transfer them the AMPS system, along with setting and getting the set fines approved.

Another possible revenue opportunity involving parking would be development and implementation of a parking permit program, where residents can pay for a permit for a parking exemption, for anything from overnight parking, to parking longer than a permitted set time. This would become particularly useful during the holiday season as we have inquires every year and

the West Back Lane Municipal lot can only store so many vehicles (particularly highlighted as the town grows).

Some additional possible revenue opportunities include; charging for fire permits, additions to current fee's and charges by-law in the form of charging for certificates of compliance, re-inspection fees and administrative fees for Property Standards and Clean Yards work orders.

**Financial Impact**

There are no financial implications to this report.

**Consultations**

None

**Attachments**

None

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