



GRAND VALLEY

STAFF REPORT

To: Mayor and Members of Council
From: Brad Haines - By-law & Property Standards Enforcement Officer
Meeting Date: September 23, 2025
Report Number: 2025-150
Subject: By-law Enforcement Status Update – July and August 2025

Recommendation

THAT Council receives the report – By-Law Enforcement Status Update –July and August 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, recent complaints being dealt with and upcoming / ongoing projects.

Key Findings

This report will focus on:

- Parking Enforcement and Statistics
- Recent Complaints & Inquiries
- Canine Control – New Service Provider; Municipal Support Services
- Ontario Association of Property Standards Officers (OAPSO) Part 1 Training

Financial Implications

There are no Financial Implications to this report.

Report

Background

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

Discussion

Parking Enforcement

By-law Enforcement is continually receiving parking inquiries, addressing them as received and providing public education when warranted. Continuing to be pro-active while on duty and addressing complaints as they are received.

By-law Enforcement has renewed the Letter of Authorization (LOA) for 2026 for the Town homes along Reith Street and Lawson Street, also known as 'The Cottages'. The Town will continue parking enforcement on private property as per the LOA.

Stats - Parking Enforcement – July and August 2025:

- Total Infraction notices issued = 13
- Total Notices paid = 10
- Impending Conviction Notices sent = 6
- Sent for Conviction to POA-Caledon = 2
- Vehicles Towed = 1

Recent Complaints and Inquires

By-law Enforcement has begun to receive a number of complaints related to the Town's Zoning By-Law, specifically accessory buildings (often sheds) setback requirements. As per the Town's Zoning By-law;

'Notwithstanding the yard and setback provisions to the contrary of this by-law, any accessory building or structure, which is detached from the principle building may be erected and used in an interior side or rear yard, provided the following requirement are met;

- i. *Minimum Interior Side Yard - 1.5m*
- ii. *Minimum Rear Yard – 1.5m*
- iii. *Minimum Distance from any other building – 2.0m'*
- iv. *Any accessory building or structure shall not be located closer to the front lot line or exterior side lot line than the principle building on the lot.*

Upon one property owner receiving a complaint regarding the accessory building not meeting the appropriate setbacks, additional complaints were received from neighbouring properties which identified set back contraventions of the zoning by-law. . With the goal of compliance, the owners who have contravened the by-law have been given time to have the accessory buildings (sheds) moved before enforcement escalates to a charge. While inconvenienced, property owners have generally complied to avoid further enforcement action.

The Town has received several parking complaints regarding traffic calming devices (bollards and speed humps) installed along Taylor Drive and Leeson Street. The issue being that if a vehicle parks directly in front of one of the calming measures, there is insufficient room for a vehicle to maneuver around them without driving into the oncoming lane. As there is currently no offence or set fine set out in the Town's Parking and Traffic By-Law, By-law is unable to enforce these parking concerns as they are permitted. Consideration to amendments to the Town's Parking and Traffic By-Law to address these parking issues, should be considered by Council if the traffic calming devices will remain or be installed in other areas of the Town.

Another frequent complaint being received is parking in front of community mailbox within the lay-by. Currently there are multiple Canada Post Community mailboxes with lay-bys along boulevards in Grand Valley with individuals utilizing these access lanes for parking. There is no signage or enforcement deterrent in place given parking is permitted in these lay-bys. A possible solution would be adding a set fine such as '*No parking within 1 meter of a Canada Post Mailbox or where community mailbox is set back from the roadway, within one meter of the point at which defines the outer edge of the community mailbox at the right angles to the edge of the roadway intersects such edge at anytime when the community mailbox is facing the roadway and the presence of sidewalk access is absent*'. Should an amendment be added to the Town's Traffic and

Parking By-law, a further review of all of the offences and set fines should be commenced in tandem to ensure the by-law is meeting all of the needs of the Town.

Canine Control – New Service Provider - Municipal Support Services

The Town has entered into a 4-year agreement with Municipal Support Services to provide Canine Control Services to the Town. The Town's new Canine Control Officers bring an abundance of experience in both Canine Control and By-law Enforcement Services and are a great resource to have and we are looking forward in working with them. Municipal Support Services is currently providing Canine Control to nearby municipalities including Orangeville, Amaranth, Southgate and Grey Highlands (among others). While familiar with Canine control measures, they are also well versed in The Dog Owners Liability Act or D.O.L.A which is becoming increasingly prevalent within canine control, especially with urgent calls such as a dog bite or attack (dog on dog or dog on human).

Municipal Support Services subcontracts pound services through Bonnieview Kennels, out of Mt. Forest. This provides a nearby location for any dog at large pick ups required by residents.

The Town is conducting a review of its Canine Control By-law. Municipal Support Services will have a chance to review the draft by-law and provide recommendations they feel would be beneficial as the enforcers of the by-law.

OAPSO Training – Part 1

By-law Enforcement attended a 4-day course in the City of Cambridge, hosted by The Ontario Association of Property Standards Officers (OAPSO). Officers from across the province attended the course. OAPSO provides a 3-course training program specifically directed to Property Standards Officers. In larger Municipalities the Property Standards Officer is often its own position within the By-law Enforcement department that solely focuses on enforcing municipalities Property Standards By-laws and Clean Yards / Yards Maintenance by-laws.

The Part 1 Course focused on construction, legal, investigations and The Building Code

Act. In addition to the theory content, the class took part in a mock property standards appeal hearing. This course was beneficial as it had both theory and hands-on aspect. Similarly to the Municipal Law Enforcement Officers Association (MLEOA), OAPSO has a certification program where after completion of each of the courses (Part 1, Part and Part 3) and working for 3 years in the field you can apply for your designation as a Certified Property Standards Officer (CPSO).

Financial Impact

There are no Financial Implications to this report.

Consultations

None

Attachments

None

This report was submitted by

Brad Haines, By-law and Property Standards Enforcement Officer
bhaines@townofgrandvalley.ca.

This report was approved by

Meghan Townsend
Chief Administrative Officer/Clerk
519-928-5652 extension 222