

MONTHLY REPORT – JUNE AND JULY 2019

Clerk and By-law Enforcement Departments

Date: July 30, 2019

Prepared by: Christine Groulx, Clerk

Achievements

Clerk

We received a quote for the cyber-insurance and the recommendation will be submitted to the Council at the August meeting.

The Council, as well as members of the Hawkesbury BIA and of the committee for minor variances took part in a training for the Code of Conduct. A second batch of training will occur in September.

During the months of June and July, we delivered/received:

Burial permits: 48

Marriage licences: 29

Commissioner for Oaths: 20

Lottery permits and reports: 23

Access to information: 2

Business licences applications: 6

By-law Enforcement

Officer Steve Loiselle gave his notice at the beginning of July. The hiring process began in late July and the nominations end on August 26. Interviews will be held in early September. Officer Yvon Cousineau announced his departure for retirement at the end of December 2019. A report will be presented to the Council on the proposed structure of the department.

In July, the student officer made a blitz for long grass. A letter of courtesy was sent to more than 10 owners requesting their collaboration. This blitz is in addition to the complaints that had already been filed with the department.

A blitz was also done for dog tags. From the list of unpaid tags, the student officer went door to door leaving notices to those absent.

GPSs have been installed on the department trucks. This equipment provides additional security for the officers, especially during the evening shift where the dispatch service can follow the truck's whereabouts live.

Work-in-progress

The By-law on dogs is almost finished and will be submitted to the Council for approval in the fall. The Communication procedure for the By-law Enforcement Department has been updated and a procedure on the destruction of documents has been drafted. We are working on a procedure to ensure the annual review of the various policies and instructions by the departments concerned.

We discussed with the Hawkesbury Detachment of the OPP to determine what can be done to counter the waste dumping problem on private and public properties. We discussed the possibility to do targeted patrols (focus patrol) to problem areas. The involvement of citizens is important because they can denounce while keeping their identity confidential unless they agree otherwise.

Professional development

The department clerk-typist attended a training session with the communications coordinator for the website.

The deputy clerk has registered for a course on municipal laws given by AMCTO, which will begin next September. She will also register for Part 1 of the Municipal By-law Officer Course in November.

Officer Martin Guindon signed up for the Ontario Municipal By-law Officers Association convention in September.

Upcoming activities and projects

The report on the 2022 elections is underway and will be presented to Council in the fall.

Capital projects update

None.

Monthly statistics

See attachment.

Submitted by Christine Groulx, Clerk

Approved by Daniel Gatien, Chief Administrative Officer