



## **STAFF REPORT**

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**Meeting Date: May 9, 2022**

**Title: Progressive Enforcement Policy**

**Prepared By: Pamela Skillen, Chief Building Official**

**Department:** Building and Planning

**Report Number: Building & Planning-2022-006**

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### **Recommendation:**

**THAT Council adopt the attached Progressive Enforcement Policy into the Policy & Procedure By-law for the City of Dryden to provide guidance to staff, Council and the public regarding by-law enforcement policies and procedures within the Building and Planning Department.**

### **Background:**

Currently the Building and Planning Department does not have written processes in place to guide staff in their actions pertaining to by-law enforcement. Although staff have received training and understand the legalities associated, internally a policy was necessary to provide consistent standards and actionable processes for investigation and resolution or enforcement.

Throughout 2021 each Department in the City was tasked to assess, create, or improve the existing policies, procedures, and operating guidelines in support of our Health and Safety directives for the City of Dryden. The Building and Planning Department recognizes the role that Health and Safety plays in the execution of our duties both for staff and the community. We also recognize in completing our duties in the community that communication is a large factor that can greatly influence the desired outcomes, especially in by-law enforcement.

**Discussion:**

The attached procedure outlines the responsibilities that by-law enforcement currently undertake and details these actions for clarity in response to concerns found or complaints received.

Property Standards is one (1) by-law that is regulated by the Building Code Act legislation. Other by-laws are implemented by the Municipality and have varying degrees and types of enforcement options allowable. The purpose of this policy is to provide general guidance to staff, elected officials, and the public regarding by-law enforcement policies and procedures in the receipt of complaints and the initiation of investigations and enforcement proceedings related to regulatory by-laws in the City of Dryden.

**Financial Implications: None**

**Attachments (Reference Material):**

Progressive Enforcement Document 2022