

Municipality of East Ferris

Report to Council

Report No.: CAO-2021-04

Date: December 14, 2021

Originator: Jason H. Trottier, CAO/Treasurer

Subject: Shared Services Agreement with Township of Chisholm – By-Law Enforcement

RECOMMENDATION

1. That Council for the Corporation of the Municipality of East Ferris enters into a shared services agreement with the Township of Chisholm for a By-Law Enforcement Officer effective January 1, 2022; and
2. That Council for the Corporation of the Municipality of East Ferris appoints Mr. Bradley Stewart as a Municipal Law Enforcement Officer for the Corporation of the Municipality of East Ferris effective January 1, 2022.

BACKGROUND

Since 1990, the Municipality has had one staff member who is the Chief Building Official and By-Law Enforcement Officer. Our Municipality has grown significantly over the past 31 years, and continued growth is expected. Due to this growth, there has been an increase in by-law infractions over the years, but we have not increased our staff resources to keep up with the demand for enforcement. It has become quite evident that we need to have dedicated resources for by-law enforcement so that we may increase our enforcement efforts. An increase in resources would improve service to our residents and ensure that our by-laws are being enforced. There has been some discussion amongst Council, over this current term, regarding the need to increase our enforcement efforts and similar discussions have taken place internally amongst staff.

The Township of Chisholm recently hired a new By-Law Enforcement Officer, Mr. Bradley Stewart, with the intention of offering shared services to neighbouring municipalities. Discussions have occurred between the Chief Administrative Officers (CAOs) of East Ferris, Chisholm, Bonfield, Papineau-Cameron, and Calvin with respect to each Municipality's need for, and/or lack of, by-law enforcement resources. All parties have showed interest in moving forward with a shared services agreement as no single municipality requires their own full-time By-Law Enforcement Officer. A shared services agreement has been prepared by the Township of Chisholm and reviewed by all CAOs. The effective date for the agreement is January 1, 2022.

OPTIONS

- Option #1 That Council for the Corporation of the Municipality of East Ferris enters into a shared services agreement with the Township of Chisholm for a By-Law Enforcement Officer services effective January 1, 2022 and appoints Mr. Bradley Stewart as a Municipal Law Enforcement Officer for the Corporation of the Municipality of East Ferris.
- Option #2 That Council for the Corporation of the Municipality of East Ferris not enter into a shared services agreement with the Township of Chisholm for By-Law Enforcement Officer services (status quo).
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FINANCIAL IMPLICATIONS

- Option #1 The cost for By-law Enforcement Officer services from the Township of Chisholm is \$37.00/hour plus reimbursement for kilometres and a share of training costs. The total annual cost of the service is unknown at this time as we are not certain how many hours we will require for enforcing our by-laws. As our past enforcement efforts have not been adequate, estimating costs based on staff resources currently being dedicated to enforcement would not render a good estimate. At this time, we are estimating a total cost for 2022 of \$10,000 for this service and the cost will be included in the 2022 operating budget.
- Option #2 Status Quo – No financial implications
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RECOMMENDATION

That Council for the Corporation of the Municipality of East Ferris enters into a shared services agreement with the Township of Chisholm for a By-Law Enforcement Officer effective January 1, 2022 and appoints Mr. Bradley Stewart as a Municipal Law Enforcement Officer for the Corporation of the Municipality of East Ferris (Option #1).

Respectfully submitted,



Jason H. Trottier, HBBA, CPA, CMA
CAO/Treasurer