
By-law Enforcement Summer Student

Executive Summary:

The 2022 Budget process has been modified this year to include the requirement that a report to Council be prepared for all new levy funded budget initiatives.

Clerks and By-law is bringing forward this report to Council to recommend that an additional Summer Student position be added to the 2022 Budget to provide 4 months of additional parking enforcement related to the lake-front communities of Port Dover, Long Point and Turkey Point and urban centres, as well as providing administrative support and special project assistance for By-law Enforcement matters.

Discussion:

Lake-front communities within Norfolk County see increased visitors during the summer season consisting of both local and tourist traffic. With increased traffic comes the need for increased parking as the visitors spend time enjoying the lake and lake-front communities.

Parking within the communities becomes challenging and many times vehicles are parking past time limits, in no parking zones and on private property without permission. This results in complaints from residents and traffic congestion issues requiring additional enforcement needs. The majority of these issues occur during weekend and statutory holidays, although weekday traffic on good weather days in July and August is also very heavy.

The current collective agreement for Norfolk County By-law Enforcement Officers does not provide regular work hours during weekend and holidays, resulting in a gap of service during these periods. It is also recognized that full time employees often take vacation during these peak seasonal periods resulting in reduced parking enforcement coverage and increased regular calls for service for the officers not on vacation. The current By-law Enforcement budget includes funding for two summer students annually to provide a combination of weekday and weekend enforcement to bridge this gap. These students provide active enforcement related to parking infractions in lake-front communities and urban centres, with weekends being dedicated to Long Point, Port Dover and Turkey Point.

Travel distance between communities is substantial and it can be challenging for the summer students to provide satisfactory enforcement if travelling regularly between each lake-front community daily. The impact of an enforcement presence is more significant when an enforcement officer is able to remain in the same lake-front community for the entirety of their shift. Providing adequate service for our three lake-front communities requires a student dedicated to each community. Our By-Law

Enforcement team receives numerous complaints regarding parking issues from all three tourist/beach areas throughout the summer and having one of these areas not consistently covered by a parking enforcement officer increases both visitor and resident frustration.

It is also noted that Norfolk County currently does not have paid parking areas, thus parking enforcement is a time consuming process when determining whether a vehicle has contravened a parking restriction time zone with chalking of tires and regular inspections. "No parking" areas are simpler to enforce and are violated constantly during busier days.

During weekday shifts, students can assist with parking enforcement in urban centres, parking ticket data entry and special projects related to parking sign inventory and other enforcement needs. It is also noted that 2022 is an election year, and student patrol could also be used to investigate and perform removal of unauthorized election signs.

In addition to wages, summer students are provided with a County vehicle and a phone for use during work hours. Student patrol activities typically generate revenue for Norfolk County that effectively pays for a large part if not all of the budgeted amount per position including the vehicle and phone costs. Although not guaranteed, it is anticipated there would be Canada Summer Jobs grant funding to offset some of the costs as well.

Financial Implications:

The budgeted salary component for a by-law summer student in 2021 is \$9,100 based on 546 hours of activity. As outlined in the body of this report, additional costs associated with this position would include a vehicle rental, cell phone, and uniform costs, which are estimated at approximately \$6,000 on the high-end based on prevailing vehicle rental rates in 2021.

For illustrative purposes, excluding government funding and based on an average fine value of \$35 (range from \$20 to \$50 typically and split may vary), it is estimated that a by-law summer student would need to issue approximately 430 parking fines to recover the full cost of the position. This is deemed to be feasible to achieve based on historical information provided by the by-law department. Norfolk County received \$11,973 in 2021 under the Canada Summer Jobs program to support 2 summer by-law students for 16 weeks, however, it should be noted that the level of subsidy varies year-to-year and is not guaranteed, but may further offset the cost of the position. Overall, the proposed NBI is not anticipated to result in a material net levy impact in a given year if approved.

Additionally, work performed by by-law staff related to the enforcement of election related by-laws (i.e. removal of unauthorized election signage) may be eligible to be funded by the elections reserve as with other elections activity. This would be dependent on staff's ability to track and allocate eligible activity accordingly.

Interdepartmental Implications:

Parking matters, enforcement and administration have implications on various County departments:

- Operations – roadway access and maintenance
- Engineering – impact on infrastructure
- Service Norfolk – receipt of parking ticket payments
- Clerks – administrative tasks and parking ticket data entry
- POA – parking ticket collection

Strategic Plan Linkage:

This report aligns with the 2019-2022 Council Strategic Priorities “Focus on Service” and “Build Solid Foundations”.

Conclusion:

This report recommends the addition of one (1) additional summer student position within the By-law Enforcement department for a period of four months.