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Report To:	General Government Committee		
Date of Meeting:	May 5, 2025	Report Number:	LGS-017-25
Authored By:	Kristina Bergeron, Municipal Law Enforcement Manager		
Submitted By:	Rob Maciver, Deputy CAO/Solicitor, Legislative Services		
Reviewed By:	Mary-Anne Dempster, CAO		
By-law Number:	Resolution Number:		
File Number:			
Report Subject:	Administrative By-law Amendments – Site Alteration, Property Standards, and Traffic By-laws		

Recommendations:

1. That Report LGS-017-25, and any related delegations or communication items, be received;
2. That the By-laws attached to Report LGS-017-25, as Attachment 1, Attachment 2, and Attachment 3 be approved; and
3. That all interested parties listed in Report LGS-017-25, be advised of Council's decision.

Report Overview

Staff are requesting Committee approval for three housekeeping By-law amendments. These minor adjustments are intended to enhance clarity and ensure the By-law regulations are consistent with the authorities outlined in the Municipal Act, Building Code Act, and Highway Traffic Act.

1. Background

Minor By-law Adjustments

- 1.1 Municipal Law Enforcement staff are recommending minor administrative adjustments to the [Site Alteration By-law 2024-017](#), [Property Standards By-law 2007-070](#), and [Traffic and Parking By-law 2014-059](#). These changes are intended to enhance clarity and align with enforcement procedures.
- 1.2 It is necessary that By-laws include language to provide for the recovery of expenses incurred by the Municipality when undertaking work needed to resolve violations and bring a property into compliance. The Site Alteration By-law and Property Standards By-law currently lack provisions to include administrative costs in such cases.
- 1.3 The draft amendments provide a mechanism to add administrative fees to the User Fee By-law, offering a streamlined approach to cost recovery.

Traffic By-law Update

- 1.4 The Traffic By-law requires a minor update to authorize the issuance of parking infraction notices for the enforcement of violations at temporarily prohibited locations. These locations are marked with “No Parking” or “No Stopping” signs erected under Section 8. of [Traffic and Parking By-law 2014-059](#) by the Chief of Police of the Durham Regional Police Service, a designate, or the Director/Designate.
- 1.5 The authority to install appropriate signage is already in place; however, without the proposed wording, enforcement efforts remain incomplete. Creating the offence for “parking or “stopping” where temporary signs have been erected is essential to ensure compliance with the signage, maintain public order, and promote safety. This step will bridge the gap between regulatory intent and enforcement capability, enabling the municipality to uphold the regulations effectively and deter violations.

Proposed Amendments

Administrative Cost Recovery

- 1.6 Amendments to the Site Alteration By-law 2024-017 and Property Standards By-law 2007-070 include provisions to incorporate administrative costs into required work undertaken by the Municipality. It is common practice for Municipalities to include administrative fees to recover the additional costs associated with procurement, scheduling, site attendances, and the clerical resources required to process the invoicing.
- 1.7 These provisions will allow the Municipality to recover expenses efficiently and equitably, ensuring fairness in the application of municipal resources. The proposed administrative fees are set out in FSD-019-25.

Parking Infraction Authority

- 1.8 The proposed update to the [Traffic and Parking By-law 2014-059](#) will grant explicit authority for issuing parking infractions at temporarily signed, prohibited locations. This adjustment ensures better traffic flow and compliance at identified locations requiring temporary restrictions.

2. Financial Considerations

- 2.1 There is currently no mechanism in place to recover the additional costs incurred for organizing and carrying out the necessary work to comply with Orders issued under the [Site Alteration By-law 2024-017](#) and [Property Standards By-law 2007-070](#).
- 2.2 Incorporating an administrative fee aligned with the existing fee structure outlined in the [Boulevard By-law 2013-066](#) will help offset additional costs associated with procurement, scheduling, site attendance, and the clerical work required to process invoices.
- 2.3 A proposed administrative fee equal to 25% of the costs incurred by the Municipality for actual work undertaken, is consistent with the existing fee outlined in the [Boulevard By-law 2013-066](#), and will assist in offsetting additional expenses related to the procurement, scheduling, site attendance, and the clerical resources necessary for processing invoices.

3. Strategic Plan

- 3.1 The Strategic Plan emphasizes efficient and responsible management of municipal operations. By ensuring By-law regulations are consistent with higher legislative

authorities, these amendments support transparent and effective governance, a key pillar of the Strategic Plan.

- 3.2 The Strategic Plan includes objectives related to traffic management and safety. Aligning By-law regulations with the intended authorities ensures that traffic-related rules are clear and enforceable, contributing to safer and more connected communities.

4. Climate Change

Not Applicable.

5. Concurrence

- 5.1 This report has been reviewed by the Deputy CAO of Legislative Services who concurs with the recommendations.

6. Conclusion

- 6.1 It is respectfully recommended that that Council approve the proposed administrative amendments to the [Site Alteration By-law 2024-017](#), [Property Standards By-law 2007-070](#), and [Traffic and Parking By-law 2014-059](#) to enhance clarity and operational effectiveness.

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Attachments:

Attachment 1 – Proposed Site Alteration Amending By-law (Administrative Fees)

Attachment 2 – Proposed Property Standards Amending By-law (Administrative Fees)

Attachment 3 – Proposed Traffic and Parking By-law Amending By-law (Temporary No Parking)

Interested Parties:

There are no interested parties to be notified of Council's decision.