



Staff Report HR2021-009

Title of Report: HR2021-009 By-Law On-Call Draft Policy #88
Department: Human Resources
Council Date: May 5, 2021

Recommendation:

Be it resolved that Council receive Staff Report HR2021-009 for information; and
That Council approve the Draft Policy #88 By-Law On-Call Policy as presented for review and discussion; and

That Council consider approval of the Policy #88 By-Law On-Call Policy by municipal by-law at the May 19, 2021 Council meeting.

Background:

The following resolution was approved at the March 3, 2021 Council Meeting

Moved By Councillor Shipston **Seconded By** Councillor Dobreen

Be it resolved that Council receive Staff Report HR2021- 003 for information; and
That Council direct staff to proceed with an internal and external job posting for a Building Inspector/By-Law Enforcement Officer closing March 19, 2021.

Carried No. 2021-113

Staff Comments:

By-Law Enforcement is a demanding and timeconsuming activity in the Township of Southgate, specifically from April until November. Calls related to By-Law can come in during non-working hours and while some of these are not required to be attended until working hours, there are circumstances where it is time sensitive and requires immediate attention (for example Fireworks and Noise). In order to enforce such By-Laws, it is recommended that By-Law staff begin to work on a rotating schedule to be on-call for weekends (Friday to Sunday and Holidays). Staff have created Draft Policy #88 By-Law Enforcement On-Call Policy (Attachment #1) to outline the requirements, process and compensation for this on-call schedule.

Financial Implications:

There are no financial implications of this report.

Communications & Community Action Plan Impact:

This report has been written and presented to Council to communicate accurate information to the public.

Concluding Comments:

1. That Council receive this report as information.

2. That Council approve the draft By-Law Enforcement On-Call Policy as presented.
3. That Council consider approving a municipal by-law at the May 19, 2021 meeting to implement this policy.

Respectfully Submitted,

HR Coordinator: *Original Signed By*
Kayla Best, HR Coordinator/Assistant to the CAO

Dept. Head Approval: *Original Signed By*
Bev Fisher, CBO/By-Law Enforcement Officer

CAO Approval: *Original Signed By*
Dave Milliner, CAO

Attachments:
Attachment #1: Policy 88 By-Law On-Call DRAFT