

# **The Township of The Archipelago**

## **Recommendation Report to Council**

**Report No.:** DLIS-2025-07

**Date:** July 17, 2025

**Originator:** Liam Thompson, Coordinator Protective Services

**Subject:** By-law Enforcement Services Semi-annual and Annual Reporting Structure

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### **RECOMMENDATION**

That Council receive the 2025 By-law Semi-annual Snapshot Report providing an overview of enforcement activity for the first half of 2025. Further, that Council direct staff to provide 2 reports annually on an ongoing basis; one semi-annual snapshot report for Quarters 1 and 2, and one summary annual report reflecting the full year.

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### **BACKGROUND**

Staff in the By-law Enforcement Service have a system for tracking key variables for inquiries and requests dating back to 2016. This information is used to provide data-driven direction to the By-law Enforcement Service as a whole. The information is also used to inform Council of key issues and how by-law resources are being allocated. In the past, one detailed annual report of by-law activities has been prepared and presented to Council.

Overall, the first half of 2025 has seen an increase in overall inquiry volume of roughly 50% when compared to the previous two-year average. While total inquiry volume is higher than previous levels, the number of calls for service has remained the same.

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### **FINANCIAL IMPLICATIONS**

There are no financial implications directly related to this recommendation. By-law enforcement staff time to collect statistics and create reports are included in the by-law program budget for 2025.

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### **ANALYSIS/OPTIONS**

#### **Option 1 – Recommended**

1. That Council receive the 2025 By-law Semi-annual Snapshot Report providing an overview of enforcement activity for the first half of 2025. Further, that Council direct staff to provide 2 reports annually on an ongoing basis; one semi-annual snapshot report for Quarters 1 and 2, and one summary annual report reflecting the full year.

## Option 2 – Not Recommended

2. That the 2025 By-law Semi-annual Snapshot Report regarding by-law enforcement activity for the first half of 2025 be received as information and that Council direct staff to continue with a modified reporting structure moving forward. This could include different reporting formats or a modified reporting frequency.

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## **STRATEGIC PLAN**

This direction is in alignment with the following Strategic Priorities contained within our Strategic Plan:

- Sustainable & Cost-Effective Services
- Leadership & Communications

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## **CONCLUSION**

The objective of providing activity reports is to keep Council apprised of issues in the community and to provide a means for the public to observe how our By-law Enforcement Service operates on a macro scale. It is recommended that Council receive the 2025 By-law Semi-annual Snapshot Report as information and provide direction regarding reporting structure moving forward.

Respectfully Submitted,



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Liam Thompson  
Coordinator, Protective Services

I concur with this report  
and recommendation,



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Shauna Lehtimaki

Director, Legislative &  
Information Services



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John MacKinnon, P.Eng.  
CAO

## **ATTACHMENTS**

1. 2025 By-law Semi-annual Snapshot Report