

DATE: July 14, 2025

REPORT NO: LLS-06-2025

SUBJECT: **By-law Enforcement Services Mid-Year Update**

CONTACT: Jessica Dyson, Director, Legal and Legislative Services

OVERVIEW:

- The purpose of this report is to provide Council with a high-level summary of bylaw enforcement activity in the Township of West Lincoln from January through June 2025. This includes an overview of service requests, enforcement actions taken, and emerging trends affecting municipal compliance efforts.
- **Complaints Received:**
A total of 110 complaints were received during this period, covering a range of concerns including zoning, property standards, parking, noise, and site alteration.
- **Orders Issued:**
A total of 31 Orders to Comply / Property Standards Orders were issued to address violations under the relevant bylaws. The majority were resolved voluntarily, with compliance achieved through education and cooperative follow-up.
- **Tickets / AMPS Penalties:**
0 Provincial Offences Notices (PONs) and 19 Administrative Monetary Penalties (AMPs) were issued for more serious or repeat offences where voluntary compliance could not be achieved.
- **Voluntary Compliance Rate:**
Approximately 65% of cases were resolved through education, verbal warnings, and cooperative efforts with property owners and occupants, reducing the need for escalation.

RECOMMENDATION:

That, Information Report LLS-06-2025 titled, “By-law Enforcement Services Mid-Year Update”, dated July 14, 2025 be received.

ALIGNMENT TO STRATEGIC PLAN:

Theme #1 and #5

- **Build** a safe, connected, caring and active community.
- **Advance** organizational capacity and effectiveness.

BACKGROUND:

The purpose of this report is to provide Council with a high-level summary of bylaw enforcement activity in the Township of West Lincoln from January through June 2025. Administration is pleased to introduce this heightened level of transparency to Council to allow for an understanding of the various cases and daily activity that is provided through the By-law Enforcement division.

By-law Enforcement is a Division of the Legal and Legislative Services Department and supports the efficient and effective delivery of by-law enforcement services for West Lincoln. The Township has one full-time By-law Enforcement Officer who is responsible for investigating, administering and enforcing municipal by-laws within the Township. It is important to recognize that, from a resourcing perspective, the enforcement prioritization framework balances both administrative and field work (i.e., site investigations) duties; therefore, there may be specific matters that take priority over other by-law enforcement responses.

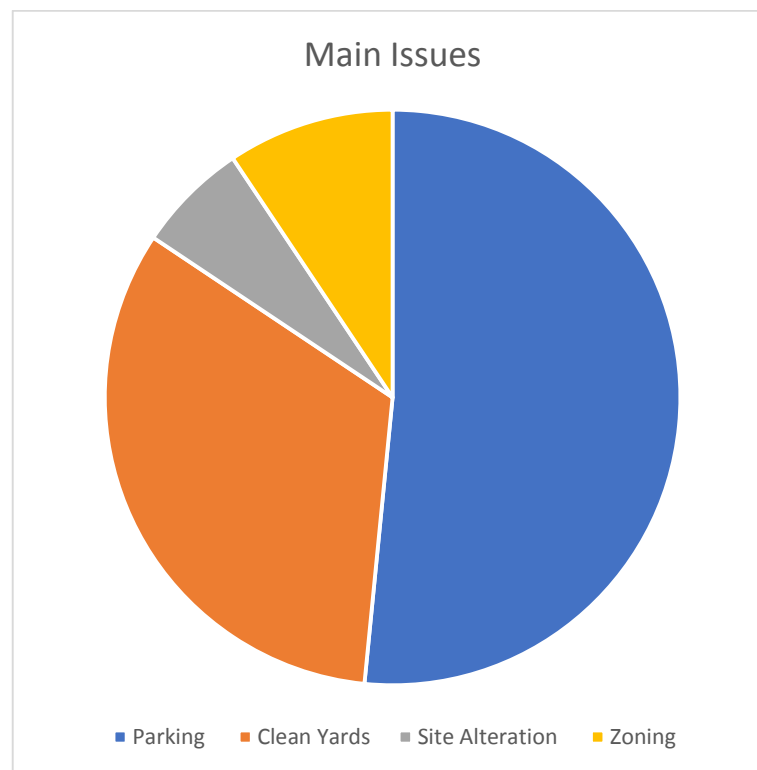
CURRENT SITUATION:

A total of 110 cases were opened during the reporting period. These files were opened on a reactive basis on official “report of concern”. Out of these 110 cases, only 6 remain open pending final inspection of complaint. The breakdown is illustrated below:

- Parking continues to be the most reported issue, particularly in urbanized areas and around community facilities.
- Clean yard complaints spike in late spring, often relating to long grass, debris, and outdoor storage.
- Zoning and site alteration issues are becoming more common in rural areas, especially where development or fill placement occurs without approvals.
- Animal control complaints remain steady and are forwarded to the Niagara SPCA and Humane Society.
- No Provincial Offences matters proceeded to court this period.
- Enforcement remains primarily education-based, with formal measures reserved for persistent or serious violations.

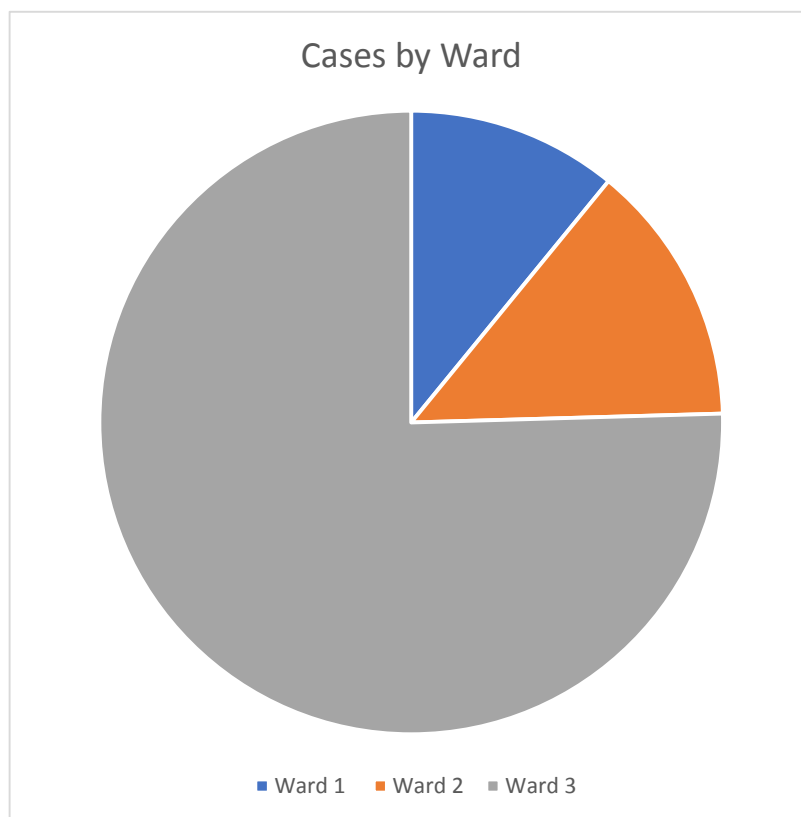
Opened By-law Enforcement Cases by Subject

Case type	Number of reports submitted
Parking	33
Clean Yards	21
Zoning	6
Drainage	5
Animal Control	5
Site Alteration	4
Road Obstruction	4
Fence	3
BWOP	2
Property Standards	2
Signs	2
Boulevard	2
Noxious Weeds	2
Noise	1
Grading	1
Other	17



Opened By-law Enforcement Cases by Ward

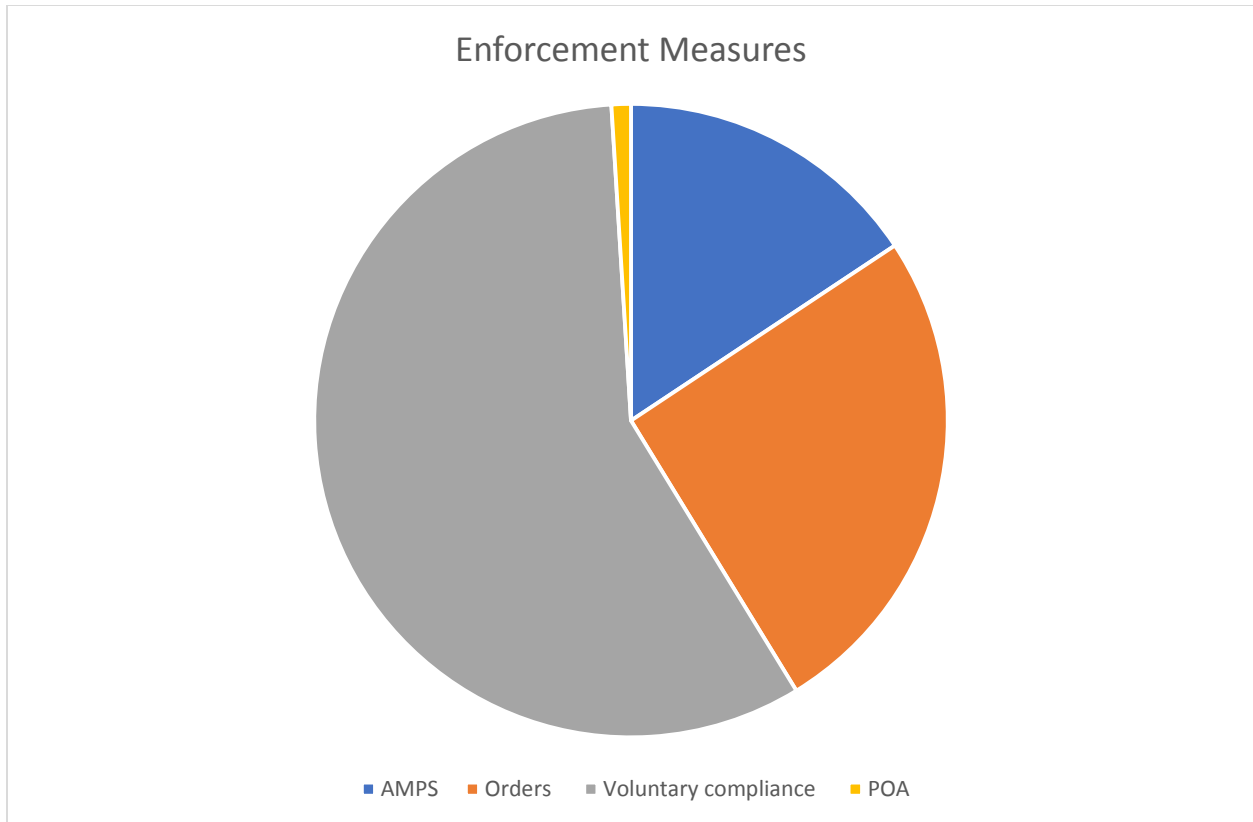
Ward	Number of Cases
Ward 1	12
Ward 2	15
Ward 3	83



Enforcement Measures Used

Enforcement Tool	Total
Orders to Comply (Primarily for clean yards, zoning, and site alteration)	31
Administrative Penalties (AMPs)	19
Parking Tickets Issued	80
Provincial Offences Notices	0

note – the above table includes proactive enforcement measures, beyond the “report a concern” process. Therefore, the total amount for enforcement measures used is 130



Approximately 65% of all cases were resolved through voluntary compliance, following education, verbal warnings, or written notices. The remaining cases required formal orders or monetary penalties.

FINANCIAL IMPLICATIONS:

There are no financial implications associated with this report.

INTER-DEPARTMENTAL COMMENTS:

This report was circulated to the Director of Legal and Legislative Services and the Chief Administrative Officer for review. Both have provided their support and approval for submission to Council.

CONCLUSION:

By-law enforcement in West Lincoln continues to operate effectively through a single-officer model, with an emphasis on public education and progressive enforcement. The voluntary compliance rate reflects a cooperative community and effective communication strategies. However, the increasing complexity and volume of cases particularly involving zoning, site alteration, and seasonal nuisances highlight a need to consider future improvements.

Prepared & Submitted by:

Approved by:

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