

## **GLANBROOK ENFORCEMENT PROJECT**

### **TERMS OF REFERENCE**

#### **Goal:**

An 18-month pilot project providing a concentrated enforcement effort to address the large number of alleged illegal businesses operating from lands zoned “Agricultural” in Ward 11.

#### **Objectives:**

1. To effectively respond and investigate public complaints of businesses operating from agricultural properties in contravention of the City’s by-laws in an expeditious manner.
2. To increase public awareness and understanding of the regulatory by-law requirements for operating a business from agricultural lands.
3. To gain compliance of the businesses identified as operating illegally from agricultural lands in Ward 11.
4. To increase community confidence and reduce the identified contraventions to provide a level commercial playing field.

#### **Action Plan:**

Compile all active and inactive reports of illegal businesses currently operating from agricultural lands in Ward 11.

Establish an administrative system to track and maintain the following data to monitor and evaluate the project:

- number of calls for service;
- location of the contravention;
- type of offence;
- response times;
- actions taken to enforce; and,
- final outcomes / disposition.

Establish an Enforcement Strategy that recognizes the “Open for Business” mandate to educate the public and seeks voluntary compliance before commencing legal proceedings.

Establish a Communication Strategy that identifies the potential stakeholders and increases public awareness.

**Evaluation:**

Provide interim Information Reports to the Planning Committee at six-month intervals.

Analyze data and evaluate final results to determine if the actions and initiatives met the goals and objectives of the project. Best results are measured by the extent of compliance achieved by inspection / enforcement actions, and the absence of contraventions in the target area.

Provide a final report of MLE findings following the expiration of the 18-month Project.

**Participants and Resources:**

A Zoning Examiner / Enforcement Officer, with the required skill set, will be hired and dedicated to specifically investigate and enforce the reported complaints of businesses operating illegally from agricultural lands.

The Zoning Examiner / Enforcement Officer will consult the Zoning Department to determine the appropriate zoning and compile a database (precedent file) of relevant zoning interpretations.

The Zoning Examiner / Enforcement Officer will consult with MPAC and Finance to determine / ensure consistency with the assigned property assessment.

The Business Licensing Section will partner with the Zoning Examiner / Enforcement Officer for separate / joint inspections where Licensing contraventions exist.