

Municipality of Port Hope

Plan Requests

Request	MLE-001 Supervisor, Municipal Law Enforcement and Licencing		
Department			
Version	03 Proposed by Budget	Year	2024

Description
ANNUALIZED TAX LEVY IMPACT [COST / (SAVINGS)]
\$83,940- Annual Salary / Benefits \$25,182 = \$109,122 / year
CURRENT BUDGET YEAR'S TAX LEVY IMPACT [COST / (SAVINGS)]
\$60,534 -Salary and benefits \$18,162 .
JUSTIFICATION
In early 2023 the Protective Services Department undertook a Service Delivery Review of the Municipal Law Enforcement Division. Several recommendations were made related to areas to improve customer service and corporate efficiencies. One of the recommendation made was to implement a Supervisor/Coordinator of Municipal Law Enforcement and Licencing. The costs associated with this position would be partially offset by the increased enforcement related to Municipal By-laws and Parking. The implementation of this position would allow for the much needed review and updating of Municipal By-laws as well as undertaking the Municipal Licencing portfolio from the Corporate Services Department. This will further create efficiencies in both departments, as well as increased customer service and the ability to be proactive in relation to the review and updating of Municipal By-laws and licencing, as well as increased enforcement of current applicable laws.
DESCRIPTION
The Supervisor of Municipal Law Enforcement would over see the daily operations of MLE operations for the Municipality and report to the Chief Building Official. The supervisor would be responsible for the oversight of MLEO's and summer student(s) to ensure corporate policies and goals are being met and complied with. The implementation of this position would also provide the capacity for the division to undertake the Municipal Licencing portfolio, currently undertaken by Corporate Services. This would provide for a more efficient and effective method of issuing and enforcing Municipal Licencing Provisions.
IMPLICATIONS IF NOT UNDERTAKEN
* Currently licencing is carried out by Corporate Services, and enforced by MLE. This has been identified as an area for improvement related to corporate efficiency as well as improved customer service for the residents of Port Hope- this would remain the same if not implemented * Currently MLEO's report directly to the CBO in Building Services which had been identified as an area which should be addressed both by staff and in the service delivery review * Without the additional resource customer service related to response times to complaint and investigations will remain an issue due to capacity to deal with increased calls for service * Without this additional resource, Municipal By-laws will not be reviewed and updated as needed and enforcement will be limited to the capacity of the 2 staff members

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Request							
	Total	Q1	Q2	Q3	Q4	2025	2026
Expenditures							
Operating Expenses							
Uniforms	1,500		1,500				
Training	2,000		2,000				
Cell Phone	1,140		540	60	60	240	240
Full-Time	231,772		20,178	20,178	20,178	83,940	87,298
Benefits	69,534		6,054	6,054	6,054	25,182	26,190
	305,946		30,272	26,292	26,292	109,362	113,728
Expenditures Total	305,946		30,272	26,292	26,292	109,362	113,728
Revenues							
Operating Revenues							
Parking Ticket Rev	40,000		2,500	3,750	3,750	15,000	15,000
	40,000		2,500	3,750	3,750	15,000	15,000
Revenues Total	40,000		2,500	3,750	3,750	15,000	15,000

Attributes		
Attribute	Value	Comment
Department		
Department		
Division / Sub Division		
Request Type		
Request Driver	New Service or Program	
Request Type	Staff Position	
Priority	High	
Strategic Priority		
Strategic Priority - ranked #1 required	Corporate Efficiencies	
Strategic Priority - ranked #2 optional	Intentional Growth Planning	
Strategic Priority - ranked #3 optional		
Posting Status		
Posting Status	Ready to Post	