



City of
Peterborough

To: Members of the General Committee

From: David J. Potts, Commissioner, Legislative Services

Meeting Date: November 18, 2024

Report: Municipal Law Enforcement Services 2025 Operating and Capital Budget Submissions, Report LSMLES24-005

Subject

A report to recommend the establishment of five (5) full time employee positions in the Municipal Law Enforcement Services (MLES) Division consisting of four (4) CUPE 126 Municipal Law Enforcement Officers (Level I) and one Non-Union Supervisor, and the establishment of a Capital Project, MLES Patrol vehicles.

Recommendations

That Council approve the recommendations outlined in Report LSMLES24-005 dated November 18, 2024, of the Commissioner, Legislative Services as follows:

- a) That Council approve the establishment of four (4) full time CUPE 126 employee positions as Municipal Law Enforcement Officers (Level I) in 2025 at an anticipated cost of \$61,500, plus benefits and related costs of \$18,000 per Officer for a total anticipated cost of \$318,000 (\$246,000, plus benefits and related costs of \$72,000) for an anticipated Operating Budget net increase of \$81,000 in 2025 to be funded from the general tax levy.
- b) That Council approve the establishment of a Non-Union Supervisor position at an anticipated cost of \$104,000 plus benefits and related costs of \$28,000 for a total anticipated Operating Budget increase of \$132,000 in 2025 to be funded from the general tax levy.
- c) That Council approve the establishment of a Capital Project to fund the purchase of two (2) hybrid-electric patrol vehicles at a cost of \$52,000 dollars each and necessary modifications totalling an additional \$52,000, for a total of

\$156,000 and the purchase of two (2) e-bicycles at a cost of \$3,500 each as well as accessories necessary to transport the e-bicycles at a cost of up to \$1,100, for a total of \$8,100 for a grand total of \$164,100 for the Capital Project be funded from the general tax levy.

Executive Summary

- Consistent with the City's Enforcement By-law 20-076 and with objectives set out in Report IPSBD23-001 (Enforcement Services Review), the resources recommended in this report will better position the City to undertake efficient and effective enforcement in response to increasing demands for enforcement of an increasing range of existing and new municipal regulatory standards.

Background

The City's Municipal Law Enforcement Services Division was established in 2023 pursuant to Council's approval of the recommendations in Report IPSBD23-001 (Appendix A). Since that time, the Division's enforcement resources have been reviewed with a goal of undertaking investigations and enforcement by the most efficient and effective means in accordance with Council's approval of the Report's recommendations and direction in Enforcement By-law 20-076.

Staff will continue to manage and innovate with a view to deploying approved enforcement resources as efficiently and effectively as possible. Ultimately, however, levels of service are directly dependent on the availability of resources. This report focuses on key resources.

Municipal Law Enforcement, Level I Officers (MLEOs)

The City has contracted parking control services since 1983. Among other responsibilities, these contracted services have, to date, exclusively enforced the City's parking standards with no City staff undertaking any such enforcement. The proposed four in-house CUPE 126 MLEOs will substitute currently contracted services and will enable a better management line of sight, recruitment, training and retention to facilitate effective and efficient deployment of scarce enforcement resources including opportunities to enforce a wider range of municipal regulatory standards throughout the City.

The additional resources and management oversight are particularly important as Council has approved or will be considering the approval of various redrafted or entirely new municipal regulatory standards including the Tree Removal By-law and related licensing system for Tree Service Providers, the licensing system for Driving Services, the Waste Collection By-law, the currently proposed new Site Alteration By-law, a Lot Maintenance By-law, a Boulevard By-law, a Property Standards By-law, a Light Pollution By-law and other such re-drafted or new municipal regulatory standards as

Council may, from time to time, consider appropriate. This continuing review and updating of municipal regulatory by-laws are underway as contemplated by Council's approval of the recommendations in Report IPSBD23-001 (Appendix A).

Further, the expanding set of municipal regulatory standards has been accompanied by increasing demands for enforcement services including, without limitation, respecting the City's Trespass By-law and Parks and Facilities By-law. The increasing range of municipal standards and demands for their enforcement have significantly strained existing resources.

The four proposed in-house CUPE 126 MLEOs and a corresponding reduction in contracted services will result in a better mix of in-house and contracted services for more efficient and effective municipal law enforcement including in accordance with Enforcement By-law 20-076 and as contemplated by Report IPSBD23-001 (Appendix A).

Non-Union Supervisor

In 2023, shortly after the establishment of the Municipal Law Enforcement Services Division, a non-unionized supervisor position was identified as needed to assist the Division Head with operational responsibilities that are more properly undertaken by non-union staff including the maintenance and oversight of contracted officers and, if and as necessary, coaching and preliminary or minor disciplinary actions and oversight within the Division. The position was proposed but not approved in the 2024 budget process.

The increasing range of municipal standards and demands for their enforcement noted in the preceding section are also exacerbating the strain on the MLES Division Head's capacity for both leading the Division's sections (Municipal Law Enforcement and Corporate Security) and addressing its operational responsibilities.

Approval of the recommended non-union supervisor position will aid more efficient and effective municipal law enforcement by improved operational oversight and opportunity for Division Head leadership.

Capital Project

When it was established in 2023, the MLES Division received two existing patrol vehicles from the Traffic and Parking Services Section. Council's approval of the 2024 budget included Capital Project 24-133, which facilitated the acquisition in 2024 of two additional patrol vehicles. Vehicles are integral to MLES staff and contracted services being able to undertake enforcement.

Capital Project 25-008 proposes two hybrid-electric patrol vehicles and two e-bicycles.

The proposed two patrol vehicles will contribute to the fleet to be used by uniformed MLEOs (in-house and contracted) to undertake municipal law enforcement. Badged vehicles used by uniformed MLEOs will also be more recognizable by the public and

may, accordingly, aid in minimizing risk to MLEOs while discharging their responsibilities.

The proposed two e-bicycles will allow MLES's Mobile Security and Enforcement staff to more efficiently and effectively patrol areas of the City's more than 108 Parks and properties by accessing areas not conducive to vehicular patrol and more quickly than can be conducted by foot patrol, resulting in faster response and patrol times. The e-bicycles will also allow officers patrolling within the downtown core and adjacent areas a more robust, environmentally conscious, and effective way to conduct area specific patrols.

Strategic Plan

Strategic Pillar: Governance and fiscal sustainability

Strategic Priority: Support a culture of continuous improvement, safety, and innovation to enhance cost effective delivery of City programs and services.

The recommendations in this report align with the strategic pillar of Governance and Fiscal Sustainability by improving efficient and effective enforcement of municipal standards.

Budget and Financial Implications

Approval of the recommended five (5) staff positions, consisting of four (4) full time CUPE 126 positions and one (1) non-union position, will increase MLES salary requirements within its 2025 Operating Budget by an anticipated \$350,000, plus benefits and related costs of \$100,000, for a total cost of \$450,000. However, the establishment of the four (4) Municipal Law Enforcement Officer (Level I), there will be a positive offset and reduction of costs within MLES's Private Security budget of \$237,000, resulting in an anticipated Operating Budget net increase of \$213,000 for 2025.

The approval of the recommended Municipal Law Enforcement Services Capital Project 25-008 for patrol vehicles, consisting of two (2) hybrid-electric patrol vehicles at an anticipated cost of \$52,000 each, with necessary modifications at a cost of up to \$52,000, as well as two (2) e-bicycles, at a cost of \$3,500 each, with applicable transport accessories at a cost of up to \$1,100, will result in an anticipated Capital Budget net increase of \$164,000 in 2025.

The draft 2025 budget includes an anticipated increase in MLES Division revenues principally related to the City's administrative monetary penalty system. The budget process then included moving various positions (including those contemplated in this report) to "below the line" for specific approval. The approval of this report's

recommendations including, in particular, the recommendation for a non-union supervisor, will better ensure that enforcement resources are efficiently and effectively deployed which will be relevant to realizing MLES Division revenue projections.

Attachments

Appendix A: Report ISPBD23-001, Enforcement Services Review Project

Submitted by,

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Commissioner, Legislative Services and City Solicitor

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