



## STAFF REPORT

THE CORPORATION OF THE TOWN OF COBOURG

# Community Services, Protection, and Economic Development Standing Committee

---

Report to: Mayor, Deputy Mayor, and Councillors  
From: Kevin Feagan, Manager, Municipal Law Enforcement & Licensing Services  
Standing Committee Date: February 7<sup>th</sup>, 2024  
Report Number: LS-2024-007  
Council Meeting Date: February 28<sup>th</sup>, 2024  
Subject: **2023 Municipal Law Enforcement and Licensing Services Annual Report**

*If you require this information in an alternate format, please contact the Accessibility Coordinator at [accessibility@cobourg.ca](mailto:accessibility@cobourg.ca) or at 905-372-4301*

---

### 1. Recommendation:

THAT Council receive the Staff Report for information purposes.

### 2. Executive Summary:

The purpose of this report is to present 2023 statistical data on Municipal Law Enforcement and Licensing Services (M.L.E.L.S.) core services.

### 3. Background

N/A

#### **4. Discussion:**

Municipal Law Enforcement and Licensing Services is responsible for:

- Investigating by-law complaints involving property, parking, animal and licensing matters;
- Enforcing by-law regulations and standards;
- Achieving resolutions to by-law infractions through voluntary compliance administrative orders, remedial work, administrative penalties or prosecution;
- The administration and inspection of property-related applications including:
  - Pool Enclosures, Signs and Donation Bins
  - Issuing business, lottery licences, pool and sign permits; and
  - Educating the public on relevant standards.

The Department enforces the Town's by-laws and administers licensing systems that establish minimum standards of health and safety and preserves the image and character of our Town.

The 2023 M.L.E.L.S. Annual Report has been appended as Attachment 1.

#### **5. Financial Impact and Budget**

There are no financial implications directly related to the recommendation of this report.

#### **6. Relationship to Council's Strategic Plan Priorities 2023 to 2027 and beyond:**

Thriving Community

Provision of services that promote/foster community well-being encourages appropriate growth and development while ensuring a safe place for all to enjoy.

Service Excellence

Responding to the communities needs in a timely, effective manner while utilizing both technology and processes which increase our capacity to deliver prompt and courteous service.

Sustainability

Ensuring the commitment to a vibrant and appealing community by enforcing municipal standards and preserving the heritage and culture of Cobourg for use and enjoyment by residents, visitors and future generations.

**7. Public Engagement:**

N/A

**8. Attachments:**

2023 MLEO Annual Report Content

## Report Approval Details

Document Title:	2023 Municipal Law Enforcement and Licensing Services Annual Report.docx
Attachments:	- 2023 Annual Report Content (002).docx
Final Approval Date:	Jan 31, 2024

This report and all of its attachments were approved and signed as outlined below:

**Tracey Vaughan, Chief Administrative Officer - Jan 31, 2024 - 2:22 PM**