



**SUBJECT: Memorandum of Understanding for COVID enforcement funding**

**TO: Corporate Services, Strategy, Risk & Accountability Cttee.**

**FROM: Building and By-law Department**

Report Number: BB-03-21

Wards Affected: All

File Numbers: 155-03-10

Date to Committee: February 23, 2021

Date to Council: February 25, 2021

---

### **Recommendation:**

Authorize the Mayor and City Clerk to negotiate and execute a Memorandum of Understanding with the Regional Municipality of Halton, Town of Halton Hills, the Town of Milton, and the Town of Oakville, which provides a framework for COVID-19 enforcement, reporting and one-time funding for all regional municipalities, substantially in accordance with the Memorandum of Understanding attached as Confidential Appendix A to building and by-law department report BB-03-21, in a form satisfactory to the Executive Director of Legal Services and Corporation Counsel.

### **PURPOSE:**

To obtain approval to enter into an agreement with the Region of Halton and regional municipalities which outlines parameters for COVID-19 enforcement and reporting across the Region in exchange for one-time funding.

### **Vision to Focus Alignment:**

- Deliver customer centric services with a focus on efficiency and technology transformation
-

## **Background and Discussion:**

In response to the continued demand on enforcement resources related to the COVID-19 Pandemic, the Region of Halton has approved approximately \$800,000 in the 2021 Budget and Business plan to support COVID-19 enforcement activities in 2021.

On February 17, 2021, Regional Council approved allotment of this funding using a weighted assessment formula which results in \$247,000 to be distributed to Burlington to cover operating costs for additional enforcement resources. Details can be found in Region of Halton report CA-03-21 attached as Appendix B.

Receipt of this funding is dependent on all municipalities signing a Memorandum of Understanding (MOU) which outlines parameters for enforcement and reporting on enforcement activities.

Staff have no issues with the parameters set by the Region in the MOU. Burlington is already participating in the Joint COVID-19 Task Force which is made up of by-law representatives from regional municipalities (Oakville, Milton, Halton Hills), Halton Regional Police Service and Public Health. The purpose of this group is to discuss by-law issues, strategies and interpretation to ensure consistent enforcement throughout the Region. The MOU formalizes the intent of this task force as well as reporting requirements. Staff have been working with the Business Intelligence (BI) section to improve enforcement reporting so the parameters noted in the MOU are reasonable and timely.

Adding additional By-law Officers improves our ability to maintain customer service levels and provide coverage outside of regular business hours. As the COVID-19 pandemic continues, staff have noted an increase in activity where people are proactively encouraging violations of the Emergency Orders, Reopening Ontario Act and COVID-19 By-laws. Focused enforcement is required to limit these types of violations.

---

## **Financial Matters:**

In anticipation of this potential funding, a Business Case was added into the City of Burlington operating budget requesting approval of two temporary by-law enforcement officers (Business Case #2021-75) with an estimated amount of \$234,000 as shown in Appendix C. The approval of \$247,000 will allow recovery of these costs.

## **Source of Funding**

Region of Halton one-time COVID funding in the amount of \$247,000.

### **Other Resource Impacts**

Two additional By-law Officers will be hired with the funding provided. Recruitment is underway with Officers expected to start in March.

---

### **Climate Implications**

Not Applicable

---

### **Engagement Matters:**

Not Applicable.

---

### **Conclusion:**

Entering into a Memorandum of Understanding with the Region of Halton will provide funding to enhance COVID-19 enforcement efforts reducing the risk public health and safety.

---

Respectfully submitted,

Kerry Davren

Manager of By-law

905-335-7600 extension 7800

### **Appendices:**

- A. Confidential – Memorandum of Understanding
- B. Region of Halton Report CA-03-21
- C. Business Case 2021-75

### **Report Approval:**

All reports are reviewed and/or approved by Department Director, the Chief Financial Officer and the Executive Director of Legal Services & Corporation Counsel.