

2025

# By-Law Enforcement Strategy

City of Winnipeg



## Vision, Mission & Values

#### VISION

A vibrant, healthy, and inclusive city for all Winnipeg residents and visitors.

#### **MISSION**

Achieve effective and efficient service delivery through a collaborative, engaged, and value-driven organizational culture.

#### **VALUES**

**Accountability** – as stewards of public assets and the work we do

**Diversity** – in who we are

**Respect** – for each individual person

**Trust** – with elected officials and the residents we serve

**Transparency** – in all we do

# Land & Water Acknowledgement

Winnipeg is located in Treaty One Territory, the home and traditional lands of the Anishinaabe (Ojibwe), Ininew (Cree), and Dakota peoples, and in the National Homeland of the Red River Métis. Our drinking water comes from Shoal Lake 40 First Nation, in Treaty Three Territory.

The City of Winnipeg recognizes the importance of First Nations, Inuit, and Métis Peoples (also referenced in this Report as Indigenous Peoples and governments) connected to Winnipeg's history, and the vibrant, diverse people who make up Indigenous communities today.

The City acknowledges the harms and mistakes of the past, and is dedicated to upholding Indigenous rights, and to moving forward in partnership with Indigenous communities in a spirit of truth, reconciliation and collaboration.



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## Introduction

By-law enforcement refers to actions taken by a municipality to ensure compliance with by-laws. By-law compliance helps to maintain safe, orderly, viable, and sustainable communities and promotes the health and wellbeing of residents.

Modern approaches to by-law enforcement in Canada have focused on the effective use of data to identify operational gaps and inform best practises. These approaches have also emphasized proactive measures such as public education and awareness to promote voluntary compliance where possible. Using proactive measures means that other enforcement tools are only applied to the minimum extent needed to achieve compliance.

In the City of Winnipeg (City), a decentralized enforcement structure exists where several departments have been delegated the authority to enforce by-laws to regulate the behaviour of individuals, businesses, and other stakeholders. Each enforcement unit is guided by Citywide and unit-specific standards and policies, and collaborative best practices are used to promote enforcement. Although this decentralized structure provides effective tools, systems and resources for enforcement, gaps exist between operations that additional corporate-level supports can help to address.

Applying a corporate-wide lens on the City's enforcement structure to identify enhancements will ultimately improve by-law enforcement practices in Winnipeg. This can be achieved through a strategic framework that includes corporate enforcement goals and objectives and that incorporates evidence-informed decision-making with modern, proactive enforcement measures.

### STRATEGY PURPOSE

The By-Law Enforcement Strategy (Strategy) was initiated in response to the *By-law Amalgamation Audit* (Audit) conducted by the City Auditor in 2018. The Audit concluded that a corporate strategy is important to define City-wide enforcement goals and objectives for by-law enforcement that establishes a base level of expectations on how enforcement is to be carried out and that promotes consistency throughout the City. The Strategy addresses the Audit's recommendations by:

- 1. Defining the City's goals and objectives for by-law enforcement:.
- Establishing corporate performance indicators to measure the effectiveness of by-law enforcement activities; and
- 3. Creating and applying common enforcement tools and templates to improve the consistency of enforcement across enforcement units.

Ultimately, the aim of enforcement is to promote compliance with by-laws. The Strategy will ensure the City's enforcement processes are fair, transparent, accountable, efficient and responsive to stakeholder needs.

### STRATEGY SCOPE AND APPLICATION

The process for by-law enforcement includes the following phases:

- Enforcement Activity: The process by which by-law violations are identified and compliance is encouraged and corrected, including through education, investigating and responding to complaints, the issuance of warnings, penalty notices, tickets, summons, information, compliance orders and remediation.
- Appeals: The process to dispute enforcement activity where a review of the action or intended action is conducted.
- 3. **Collections**: Activities to collect by-law enforcement fees and fines owed to the City or Manitoba.

## **By-Law Enforcement Process**

### PHASES OF ENFORCEMENT

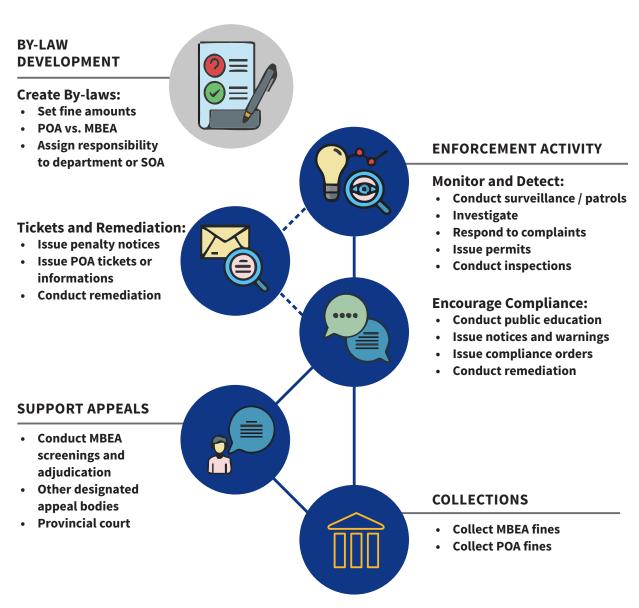


Figure 1.0 - Phases of Enforcement

The scope of the strategy focuses on enforcement activities (e.g. warnings, compliance orders, tickets, summons and remedial actions), appeals related to enforcement activity and collection of by-law enforcement fines.

There are currently 32 City by-laws (as of December 2024) included within scope of the Strategy that will be impacted by Strategy outcomes (Appendix A).

In the future, additional by-laws may be added to the Strategy's scope. These by-laws are enforced using written notices or warnings, as well as legislative tools authorized through *The City of Winnipeg Charter, The Municipal By-law Enforcement Act* and *The Provincial Offences Act*.

### STRATEGY DEVELOPMENT

Development of the Strategy was led by an internal City project team with membership from the Public Works Department (Winnipeg Parking Authority) and the Community Services Department. Under the leadership of an advisory committee - comprising Department Heads from departments affected by the Strategy and chaired by the Deputy Chief Administrative Officer and the Directors of the Public Works and Community Services Departments - the project team collaborated with an interdepartmental working group to develop the Strategy's framework, goals, objectives, and deliverables. Members of the working represent enforcement units across the City.

#### STRATEGY STRUCTURE

The Strategy is structured around four guiding principles that are fostered by the City's mission statement, the Audit and the *OurWinnipeg 2045 Development Plan*. These principles were instrumental in developing the Strategy's corporate goals, objectives and performance indicators that will guide the Public Service's decision-making in by-law enforcement. Strategy outcomes will be realized through an Implementation Plan that identifies timelines for each of the Strategy's key deliverables. Once the Strategy is formally adopted, it will be reinforced by an Administrative Standard that includes guidance on a wide range of policies and processes specifically targeting by-law enforcement.

### **CONTINUOUS IMPROVEMENT**

Success in meeting the Strategy's goals will be measured through a continuous improvement lens that is grounded in evidence-informed decision making. This includes:

- Incorporating Strategy deliverables into the business planning practices and operations of each stakeholder department.
- Ongoing measurement of enforcement performance at both department-specific and corporate-wide levels.
  - Performance indicators will be collected at the department level and aggregated corporately.
    Select key performance indicators will be made available as publicly reportable City-wide measures.
- Ongoing collaboration between stakeholder departments in a formalized governance model to identify gaps and challenges and to recognize and replicate successful practices that further support the Strategy's purpose and that improve services for residents.



Figure 2.0 - Continuous Improvement Lens

# Strategy Foundations

### 2018 BY-LAW AMALGAMATION AUDIT

In 2018, the City Auditor conducted an audit of the City's by-law enforcement processes. The Audit Report contains several key findings, including:

- There are varying approaches to enforcement and little cohesiveness across the organization, with some areas exerting tougher enforcement than others.
- Most by-law enforcement areas do not have defined enforcement goals or clear measurable performance targets.
- A formalized system to improve performance tracking, reporting and monitoring is needed to assess whether enforcement is achieving service delivery objectives.

The Audit Report contained 11 recommendations including an overarching recommendation for the City to create a by-law enforcement strategy that promotes consistency in enforcement throughout the City. The Audit Report further recommended that the strategy define corporate goals and objectives for enforcement and establish a base level of expectations on how enforcement is to be carried out. Most audit recommendations are addressed through this Strategy.

### PROVINCIAL LEGISLATION

The creation and enforcement of City by-laws is grounded in several key pieces of Provincial legislation. These statutes serve to provide necessary authorities, duties and powers and for enforcement activities and the individuals assigned to carry out these activities. Key sources are summarized below.

## The City of Winnipeg Charter

The City derives its powers and authority from *The City of Winnipeg Charter* (Charter). In terms of by-law enforcement, the Charter:

- Details the City's authority to create and enforce by-laws.
- Gives the City the power to remediate by-law contraventions and allows the City to establish, impose, and collect monetary penalties for by-law offences.
- In specific instances, empowers the City to add enforcement-related costs to real property taxes
- Gives the City the authority to designate enforcement officers and to appoint employees or other individuals (such as contracted enforcement staff) as special constables with special enforcement powers under the Charter and other Provincial legislation.
- Provides requirements for inspections, orders, remediation activities, and appeals.

### The Municipal By-law Enforcement Act and The Provincial Offences Act

The Municipal By-law Enforcement Act (MBEA) and The Provincial Offences Act (POA) replaced The Summary Convictions Act as the legislative framework for by-law enforcement. The MBEA came into force in 2016 and the POA came into force in 2017.

Except for parking-related by-law offences, which can only be enforced through the MBEA, the City is authorized to choose the legislative framework that is most appropriate for a given municipal offence. Other distinctions are outlined below:

### **MBEA**

- The screening and adjudication process is governed by the MBEA and MBEA By-law.
- Set fines must be no more than \$1,000 per offence.
- A person who disputes a penalty notice may request a review by a City screening officer. If the person is not satisfied with the screening officer's decision, they may request a further review by a Provincially-appointed adjudicator.
- The Winnipeg Parking Authority (WPA) is responsible for administering appeals, including screening and adjudication services, for all City MBEA offences.

### **POA**

- The hearing and appeal process is set out in the
- Fine amounts vary and tend to be higher than those issued under the MBEA.
- A person who disputes a ticket may request a hearing in Provincial Court. If the person is not satisfied with the outcome of a hearing, they can appeal the decision to the Court of King's Bench.
- The dispute process in POA matters tends to be longer than under the MBEA.

### MUNICIPAL STRATEGIC PLANS

The Strategy supports and aligns with both the OurWinnipeq 2045 Development Plan and City Council's Strategic Priorities Action Plan. Key references are summarized below.

### **OurWinnipeg 2045**

OurWinnipeq 2045 is the City's 25-year development plan and is designed for reference at all stages and levels of City decision-making to ensure alignment with the plan when identifying and responding to community needs. Policy context is framed by a community vision expressed through six interconnected sustainable development goals and related objectives and policies. Key OurWinnipeq alignments with the Strategy are as follows:

## Goal 1: Leadership and Good Governance

**Objective 1**: Establish and implement priority actions through evidence-informed decision-making processes. Evidence-informed actions require transparent and accountable decision-making to determine the longterm public interest and the appropriate trade-offs in levels of service, taxation, and budget priorities.

**Objective 3**: Achieve community-responsive service delivery through an aligned, integrated, collaborative and results-oriented organizational culture. Foster an organizational culture of leading by example in the community. As a large employer, demonstrate proactivity and adaptability, strengthening interdepartmental coordination and providing adequate resourcing and communications to improve responsive service delivery.

## Goal 4: Good Health and Well-Being

Policy 4.8 - Building Safety: Enforce compliance with building codes and property maintenance standards, to ensure housing quality, safe building occupancy, and extended building lifecycles.

Policy 4.14 - Community Safety: Enforce animal control and promote animal welfare standards awareness, to enable responsible pet ownership and safe interaction in the urban environment.

## City Council's Strategic Priorities Action Plan 2023-2026

The Strategic Priorities Action Plan (SPAP) reflects City Council's key priorities and actions for their four-year Council term. Under the key theme "A City that Works for Residents Through Improved Customer Service", SPAP identifies a critical priority action that calls for greater coordination and consistency with by-law enforcement. The intended outcome of this priority action has been incorporated into the Strategy's goals and deliverables and is described below:

### Key Theme: A City that Works for Residents Through Improved Customer Service

**Priority Action 5.3**: Create a coordinated, one-stop-shop process for by-law enforcement.

# Current State of By-Law Enforcement in the City of Winnipeg

In 2023, the project team led a review of by-law enforcement practices across the City to identify gaps, challenges and opportunities to support development of the Strategy. Key observations include the following:

0	Some by-law enforcement areas do not have defined enforcement goals or objectives
0	'Delegation of authorities' (i.e. primary responsibility for enforcement of a by-law) are not always clear for the benefit of the public, elected officials, and the organization
0	By-law enforcement program efficiency and effectiveness is not easily comparable across the organization and there is a general lack of consistency in overall data collection
0	Enforcement approaches, terminology, and tools are not consistent across the city, and service level targets are not documented and applied in a standardized way
0	There is no central location where the public can access comprehensive information on by-law enforcement
0	The amount of time it takes to resolve an MBEA penalty notice dispute is too long
0	Current tools available to collect by-law enforcement fines are not sufficient to incentivize compliance, and there is a significant amount of outstanding fines owing to the City

Figure 3.0 - Key Observations

### **Key Opportunities**

A pragmatic approach to fulfilling Audit recommendations and establishing a by-law enforcement strategy is supported by existing City goals and through ongoing analysis of the current state of by-law enforcement. Key opportunities identified during the strategy development process have been identified and organized into seven (7) themes:

## Corporate roadmap

- · Corporate goals and objectives will apply across the organization to create a base level of expectations
- Enforcement resources will exist to respond to corporate goals and objectives
- Progress will be reviewed annually and goals and objectives updated cyclically

## 2 Roles and responsibilities

- Delegation of authorities will be shared and accessible
- Delegation of authorities will be reviewed regularly to confirm accuracy
- Special constable letters will be reviewed cyclically for alignment with delegated authorities
- Agreements will be formalized between departments where necessary to define roles and responsibilities

### Performance metrics

- · Standardized performance indicators will be developed and documented annually across the organization
- Key Performance Indicators will be published in a public forum
- · Improvements to by-law compliance programs and activities will be based on evidence-informed data

## Standardization

- All enforcement-related 311 scripting will include a base level of information for the benefit of customers
- 311 scripting will be coordinated between departments where necessary
- Departments will use the same enforcement tools and templates where possible
- Standardized enforcement terminology will be established to support communications

## Communications

- · A centralized website that publishes response time targets for common by-law offences will be established
- Educational campaigns (e.g. for seasonal enforcement programs) will be published
- · A summary of common by-law offences will be publicly available to support public awareness
- Enforcement mapping tools will be investigated

## MBEA penalty resolution

· Response times for screenings and adjudications will be established and tracked regularly to ensure they are conducted in a timely manner

### Fine collection rates

- · 'Voluntary payment of fines' processes will be tracked and analyzed to identify and replicate best practices
- · Outstanding fine collection rates will be tracked to determine if changes are required to improve collection rates

Figure 4.0 - Key Opportunities

# **Guiding Principles**

The Strategy was developed with reference to four (4) guiding principles considered essential to effective by-law enforcement: fairness, transparency & accountability, efficiency and responsiveness. Each of these principles are considered from the perspectives of three (3) stakeholder groups:

- Individuals who are facing enforcement action;
- Residents who may be negatively impacted by by-law contraventions: and
- The City, as it strives to achieve its purposes, goals and priorities.

The impact and application of these principles towards an effective by-law enforcement program is demonstrated in further detail below:

### **Fairness**

- · By-law enforcement action is applied in a fair way and only as required to achieve compliance.
- Compliance measures are consistent for similar offences.
- By-law enforcement tools are applied objectively and to the minimum extent needed to achieve compliance.
- Opportunity is provided for the public to contest the City's application of by-law enforcement tools.

## **Efficiency**

- Investigations and inspections are managed as expeditiously as practicable, and warnings, orders, and fines are issued without undue delay.
- The opportunity for a person impacted by an by-law enforcement decision to exercise their right to any applicable appeal process is offered as promptly as possible.

## Transparency and accountability

- Obligations and prohibitions imposed on individuals through City by-laws, the rationale supporting those obligations and prohibitions, and the potential consequences for contravening a by-law are openly communicated.
- Justification for the use of by-law enforcement tools and the reasoning behind decisions made by City-run appeal bodies are communicated to those who are impacted.

## Responsiveness

- Stakeholder needs are addressed through the support of municipal legislation, policies, plans and strategies.
- By-law enforcement activities ensure residents, businesses, and visitors can access City services and enjoy the lawful use of property without interference by those who fail to comply with by-laws.

Figure 5.0 - Guiding Principles

## Corporate Goals

The Strategy includes four (4) corporate goals that are inspired by the Strategy's guiding principles and are designed to guide the City's decision-making in matters related to by-law enforcement and compliance:

- By-law non-compliance is identified, and mechanisms are in place to encourage compliance
- 2 By-law enforcement activities are fair, transparent, and consistent
- 3 By-law enforcement activities are conducted in a timely manner and are responsive to stakeholder needs
- 4 By-law enforcement activities are coordinated and resourced appropriately

Each corporate goal is underpinned by several objectives. Each objective represents a by-law enforcement 'ideal state' for the City through which actions to achieve this ideal state can be assessed by a series of performance indicators. Performance indicators are measures that track general enforcement effectiveness and efficiency and that can be evaluated in accordance with City enforcement best practices to identify areas for improvement. Each performance indicator may either apply across all City enforcement units with by-laws in scope of the Strategy, or be unique to by-law-specific operations. Key

performance indicators will be publicly reported on an annual basis. Ongoing collection and subsequent analysis of performance indicators through a comprehensive monitoring system will ensure that the Strategy's purpose and goals are met annually. Further information on each individual corporate goal and its associated objectives is outlined below.

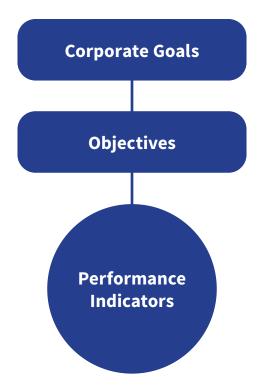


Figure 6.0 - Corporate goals, objectives, performance indicators

## Goal 1



## By-law non-compliance is identified, and mechanisms are in place to encourage compliance

The aim of all enforcement activity is to ensure that City by-laws can fulfill their intended purpose. Departments must strive to identify instances of by-law non-compliance and take appropriate steps to encourage compliance. A reactive or proactive approach can be taken to identify by-law non-compliance; where resources are available, proactive mechanisms to address by-law contraventions are preferred.

1.1 Activities to identify non-compliance are tracked

1.2 The effectiveness of corporate enforcement tools are evaluated and compliance rates are tracked

The appropriate legislative framework is used to enforce each by-law when non-compliance is identified 1.3

Departmental enforcement plans are developed for common by-law offences to document the planned level 1.4 of reactive versus proactive enforcement to encourage compliance

## Goal 2



# By-law enforcement activities are fair, transparent, and consistent

Residents should expect that enforcement officers will interpret, apply, and enforce by-laws fairly, transparently and consistently while understanding there may be discretion on the types of enforcement tools used to address a variety of by-law offences. In addition, screening officers will interpret by-laws fairly and impartially.

2.1 Internal City stakeholders are aware of each department's by-law enforcement responsibilities

For common by-law offences, departments will consider public communications and education regarding the 2.2 public's responsibilities under by-laws and how those by-laws will be enforced

2.3 Conditions that constitute offences under multiple by-laws are addressed in a consistent manner

2.4 Departments use standardized templates when enforcement activity is taken

Decision-making by the MBEA screening process is fair and impartial

## Goal 3



## By-law enforcement activities are conducted in a timely manner and are responsive to stakeholder needs

A responsive enforcement program is supported by appropriate service level targets for the full spectrum of enforcement activities which are designed to achieve compliance as efficiently as possible.

- City departments establish service level targets for common by-law offences that identifies timeframes for 3.1 when an investigation is typically initiated
- 3.2 Screenings and adjudications are conducted in a timely manner
- 3.3 311 scripting is in place for all common by-law offence types
- 3.4 The appropriate tools are in place to recover fines issued for by-law offences
- 3.5 By-laws are reviewed periodically to ensure they remain relevant and responsive to stakeholder needs

## Goal 4



## By-law enforcement activities are coordinated and resourced appropriately

Departments must sustain a coordinated approach to by-law enforcement activities that maximizes consistency and cost-effectiveness across the City. Enforcement units must be provided with the resources required to achieve service level targets.

- Staffing levels are sufficient to meet service level targets for by-law enforcement. This may include departmental 4.1 FTEs, contracted staff, and augmentation from other departments
- Compliance programs are cost-effective 4.2
- City employees engaged in by-law enforcement activities have an opportunity to share best practices and 4.3 issues of common interest as well as access to training materials, tools, and templates
- Service complaints are dealt with in a coordinated manner and departments follow a standardized process for 4.4 referring complaints to another enforcement area

# Additional Strategy Components

### **Departmental Objectives**

To complement the efforts of enforcement units working together to achieve the Strategy corporate goals and objectives, each stakeholder department may also have unique, department-specific or by-law specific objectives and service measures that align with one or more of the Strategy's corporate goals. Fulfillment of departmental objectives is the responsibility of individual enforcement units reporting internally to department-specific administration.

The Strategy's Phase 2 will be initiated following the submission and approval of an Administrative Report to Council that outlines any strategy adaptations made after Phase 1, and that identifies all key strategy deliverables that will be implemented through Phase 2. This may include any new resources required to realize full strategy implementation as well as details on a comprehensive governance model for ongoing strategy monitoring and oversight.

### **Implementation Plan**

The Strategy will be adopted through a phased approach, with Phase 1 focused on targeting select by-laws to assess compatibility with Strategy objectives and indicators, ensuring foundational elements are in place and assessing staffing requirements.

### **IMPLEMENTATION PLAN**

### Phase 1

- 1. Pilot select by-laws
- 2. Publish a new centralized by-law enforcement website
- 3. Implement new 311 triaging process
- 4. Standardize by-law enforcement templates
- 5. Establish centralized by-law enforcement authority list
- 6. Launch an internal by-law enforcement community of practice
- 7. Develop service level targets for common by-law offences
- 8. Assess staffing levels to meet service level targets
- 9. Introduce online forms for submitting by-law complaints
- 10. Introduce key performance indicators

### Phase 2

- 1. Present findings of Phase 1 via Council administrative report
- 2. Identify implementation details for strategy objectives that are not addressed in Phase 1
- 3. Identify key staffing considerations to support long-term strategy implementation
- 4. Finalize roles, responsibilities, and associated details on a permanent strategy governance model
- 5. Finalize an administrative standard to formalize public service roles and responsibilities in support of strategy implementation

#### **Governance Model**

During Phase 1, the Strategy is governed as a project with a structured approach designed to ensure a smooth and successful transition to Phase 2. A Phase 1 project team, led by corporate representatives and a dedicated project manager, will report directly to the Chief Administrative Office to ensure clear oversight, accountability and effective implementation of critical foundational initiatives that will set the stage for broader adoption of the Strategy in Phase 2.

Also beginning in Phase 1, and to support the project team with Strategy coordination and alignment, an advisory committee comprised of department heads directly impacted by the Strategy will be established to provide strategic guidance. Additionally, a working group with representatives from various enforcement units across the City will be maintained to ensure that all Phase 1 initiatives are implemented as planned and that diverse operational insights are incorporated.

Prior to the commencement of Phase 2, a long-term governance model will be developed and confirmed. This model will be designed to support the sustainable and effective adoption of the Strategy across the City, leveraging the lessons learned and successes achieved during Phase 1.

# Monitoring and Measuring Success

An effective strategy requires robust support systems to monitor and measure the success of strategy outcomes in the short, medium and long-term. As such, the Strategy has been designed to include a performance measurement framework and an internal community of practice to ensure that City by-law enforcement processes and practices are fair, transparent & accountable, efficient and responsive to stakeholder needs.

### **Performance Measurement and Reporting**

Commitment to the implementation and ongoing measurement of performance indicators will be the responsibility of each individual enforcement unit, with oversight from the Chief Administrative Office. To support fulfillment of performance measurement system outcomes and future planning, performance indicators are to be assessed, analysed and reported publicly on an annual basis. Key performance indicators are to be published to support transparency and accountability. Analytical oversight will be a shared responsibility across stakeholder departments.

### **Community of Practice**

The Strategy recommends the establishment of a venue to share best practices and to access critical tools and other enforcement resources. Identified as a standalone Strategy objective (corporate goal #4, objective 4.3), the community of practice will reinforce consistent, responsive and coordinated City-wide enforcement practices. Community of practice -specific goals and deliverables that align directly with the Strategy will be formalized directly following establishment of this body.

The community of practice would require consistent permanent membership from across all the City's enforcement units that fall under the scope of the Strategy, and from other key municipal stakeholders as required.

### **Strategy Review and Update Cycle**

To ensure the Strategy's corporate goals and objectives are current and representative of the City's overall by-law enforcement needs, the Strategy will undergo a comprehensive review and update process on a five-year cycle. This cycle will ensure that enforcement stakeholders have adequate time and resources to operate effectively under the guidance of the Strategy's corporate goals and other components so that assessment can then be made on the effectiveness of those components. The Strategy review will be reported publicly for transparency.

To further complement the strategy review and update cycle, individual performance indicators will be assessed annually to ensure the most impactful measures are being used to meet the Strategy's objectives.

## Glossary

#### Adjudication

Process under the MBEA to challenge the decision of a screening officer.

#### By-law

A local rule set by municipal government in accordance with the powers conferred by or delegated to it under legislation.

### **By-law Enforcement Officer**

A person appointed or designated to enforce municipal by-laws.

### Common By-law Offences

By-law offences with the highest volume of public complaints or proactive ticket issuance.

### **Compliance Order**

An order issued to a person that directs compliance with a by-law.

### **Community of Practice**

Administrative body composed of representatives across City enforcement units and assigned the responsibility of supporting Strategy implementation.

## **Enforcement Activity**

The process by which by-law violations are identified and compliance is encouraged and corrected, including through education, investigating and responding to complaints, the issuance of warnings, penalty notices, tickets, summons, information, compliance orders and remediation.

#### Fine

An administrative fee imposed on a person as a penalty for non-compliance with a by-law that must be payment to the City.

### FTE

Full-Time Equivalent - unit to measure employment positions.

### Hearing

Court proceeding where individuals can dispute a ticket/ charge and a decision maker is authorized to determine the outcome of the dispute.

Municipal By-law Enforcement Act.

### Non-compliance

Failure to comply with a by-law.

#### **Penalty Notice**

A written notice issued to a person under the MBEA for non-compliance with a by-law.

#### POA

Provincial Offences Act.

#### Remediation

Action taken by the City to bring a property into compliance with a by-law.

### **Screening Process**

Process for individuals to have a penalty notice reviewed and determined by a screening officer.

### **Screening Officer**

An individual appointed by the City to oversee the penalty notice screening process.

### **Special Constable**

A City employee appointed under section 176 of the City of Winnipeg Charter.

#### **Summons**

A document which requires a person to attend court on a specified date and time to respond to an alleged by-law offence.

### Warning

A notice issued by the City advising of by-law non-compliance.

# Appendix A

### **TOTAL BY-LAWS IN-SCOPE: 32**

## **Assessment & Taxation (2)**

Accommodation Tax

Simplified Entertainment Funding

## **Community Services (7)**

Community Safety Business Licensing

Graffiti Control

Neighbourhood Liveability

Pesticide Management

Responsible Pet Ownership

Outdoor Smoking

Vacant Buildings

## Property Planning and Development (10)

Downtown Winnipeg Zoning

Encroachment

Frozen Waterways

Historical Resources

Residential Buildings Fire Safety

Taking Title to Vacant and Derelict Buildings

Waterway

Winnipeg Building

Winnipeg Electrical By-law

Winnipeg Zoning

## **Public Works (6)**

Parks

Sidewalk Cleaning

Streets

Vehicles for Hire

Winnipeg Parking By-law

Winter Parking Ban

## Transit (1)

Public Transit

## Winnipeg Fire & Paramedic Services (1)

Fire Prevention

## Water & Waste (5)

Lot Grading

Secondary Dyke

Sewer

Solid Waste

Water



# City Contact Information

Information on the City of Winnipeg is available at winnipeg.ca Inquiries may also be directed to 311 | Outside of Winnipeg: 1-877-311-4974

# Photo Credits

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INSIDE COVER

