



RACI Chart

Task List	Deadline to Complete	Responsible	Accountable	Consulted	Informed	Comments
Consult with Police Chief on service	Q4 2024	City Clerk/CBO	City Clerk	Police Chief, HR	Sponsor	Any interest in taking over service? Implications? Financial? Hours? Union? Do they have stats on time they are spending on by-law calls e.g. it would be helpful if we had a by-law shift that was until 8pm
Research shift options	Q1 2025	By-law/City Clerk	City Clerk	HR/Union	Sponsor	Look at changing enforcement hours and implications on staffing hours. Would

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						this be permitted per union contract?
Comparator Research	Q1 2025	By-law Officers	City Clerk	OAPSO, other municipalities	Sponsor	What type of service do they offer? What are their complaint numbers like? Do they do parking? Animal control?
Research implications of having by-law also take on some or all Animal Control	Q4 2024	Deputy Clerk/City Clerk	City Clerk	By-law Officers	Sponsor	If we add more officers do we add more duties? RFP due in 2024 so depending on what is being offered, may make this a mute point for proactive review.
Research implications of contracting out	Q1 2025	City Clerk	City Clerk	HR	Sponsor	Can we do it as per contract? Cost? Community focus may decrease. Risk turnover and no control on City ambassadors. Lack consistent approach to enforcement. Lack of enforcement expertise.
Report to Corporate Services/Service Review Ad Hoc	Q3 2025	City Clerk	City Clerk	By-law Officers	Sponsor	Using research collected. Provide a recommendation to Committee/Council.



