



City of Cambridge Building and Enforcement Services...

A Message from the Director

There have been some changes recently in our organizational structure here at the City of Cambridge that we hope will further enhance the services we provide to you. We've combined the parking enforcement function with our general by-law enforcement team to streamline operations and unite two similar areas under one Division. These by-law functions combine with the building permit and inspection processes to form the Building and Enforcement Services Division within the Planning Services Department. This is part of a comprehensive "Service Review" process that the City of Cambridge undertook to offer greater efficiencies.

Whether you need information on the parking ticket enforcement process, property standards, inoperable vehicles or general building information, it's all now under one Division.

This newsletter is designed to provide you with the contacts and information you need. We welcome your inquiry.



Hardy Bromberg,
Chief Building Official
Director of Building & Enforcement
Services

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Building Code—Ensuring a Safe Environment

Recognizing the important role and impact of development, the City of Cambridge participates in International Building Safety Month by rolling out a school education program. The program is also a great way to kick off the building season as residents begin to think of projects such as decks, pools and sheds, and want support in understanding the permit process.

Dennis Purcell, Manager of Municipal Building Officials says it's important to know the building code, a provincial regulation, and the role of inspectors. The building code sets minimum standards for design and construction of all new buildings or those being altered. It has been in place since 1976 and although it's provincial legislation, local municipalities are responsible for enforcement of the Building Code Act. The unified code of standards is designed to improve safety and minimize risks to the health and welfare of citizens. This consistent standard is a reminder to always "Build it by the Book".

To get further information on building permits, inspections and the building process please visit our website at www.cambridge.ca and search for "building" which will direct you to the appropriate page.



Dennis Purcell,
Manager
Municipal Building Officials

PARKING ENFORCEMENT

Commissionaire Services—Parking Support

The City of Cambridge partners with The Commissionaires, a non-profit organization that was first started in England in 1859 to provide returning veterans with "meaningful and dignified employment". The Commissionaires have been under contract to the City of Cambridge since January 1995. The detachment has grown to include a staff of 13 people which includes 2 supervisors. The group works within the





Parking Regulations—On Street Parking

Parking is generally permitted for a maximum of three hours on all streets that have sufficient pavement width. In terms of overnight options, parking is not permitted on City streets from 2:30 am to 6:00 am.

City Engineering Standards require a minimum road width of 10 metres to support on-street parking on both sides of a road. A minimum of 8 metres is required to support on-street parking on one side of the road. These standards are based on a minimum of 6 metres lateral clearance required for unobstructed emergency vehicle operations. If you are not sure about your neighbourhood, contact us for clarification. Vehicles may not park in a No Parking zone, however, vehicles may briefly stop to pick up or drop off passengers or goods. Note: There is an anti-idling by-law that restricts idling of vehicles in school zones and pedestrian areas like Civic Square at City Hall. All drivers are encouraged to be environmentally responsible.

Long Term Parking Programs

Council has approved Extended On-Street Parking and Lower Driveway Boulevard Parking Programs. Extended On-Street Parking exempts a road from the “Maximum 3 Hour” and “No Parking 2:30 am to 6:00 am” by-laws on a permanent basis. Lower Driveway Boulevard Parking permits vehicles to park parallel to the road on a driveway between the curb and sidewalk. Both programs must meet minimum requirements, need neighbourhood agreement and Council approval prior to implementation.



Overnight Parking Exemptions

The most frequent request is for an exemption to overnight parking. Fifteen (15) days within a calendar year are permitted per vehicle to park overnight on the street. The important aspect is that this exemption must be requested prior to 1:30am. To request an exemption, simply call (519) 740-4613 x 4217 during normal office hours, or (519) 740-4690. This ensures your exemption is forwarded to the Parking Officer prior to leaving on patrol.



GENERAL BY-LAW ENFORCEMENT

General By-Law Complaints

In order to make a complaint about a possible by-law violation, or to inquire about a by-law, call the Building and Enforcement Services office at (519) 740-4613 ext. 7907. This by-law line is monitored throughout the day and evening. One of the latest tools offered to you to report general by-law matters is a confidential online inquiry form which allows you to send a concern our way at any time of the day. Visit www.cambridge.ca and click on the online services link to find the link to the 'Bylaw inquiries form'. Alternatively, you may also simply email us with your feedback or concerns at bylaws@cambridge.ca.



Nicole Papke,
Manager
By-law Services

Penalties for General By-Law Violations

The penalty for a by-law violation ranges depending on how a charge is laid. Some offences are charged by using a "Certificate of Offence." This is a ticket that is issued to the offender setting out the details of the offence, as well as the "set fine" payable. The "set fine" is a fine approved by the Ministry of the Attorney General for that particular offence under the by-law. This process is like receiving a parking ticket. Offenders may either pay the ticket or challenge it by requesting a trial. Trials for by-law offences take place in Provincial Offences Court in Kitchener. More serious offences or a repeat offences may result in the individual being charged with an "Information." The Information is a court document that also sets out the details of the offence; however, it does not list a "set fine." An Information charge must go to court and involves pre-trial appearances, trials, and guilty pleas before a Justice of the Peace in Provincial Offences Court. Instead of a "set fine", the Court has jurisdiction to impose any fine to a maximum of \$5,000 for the first offence.



A message from our Partners at Waterloo Regional Police Service Calling 911- What is an Emergency?

What is the 9-1-1 emergency service phone number? 9-1-1 is the emergency phone service for the Regional Municipality of Waterloo. This service allows callers in emergency situations to quickly link to Police, Fire and/or Ambulance Services. When a citizen calls 9-1-1, the goal is to ensure the caller is linked to the appropriate emergency service as quickly as possible.

What is an emergency and when to call 9-1-1? Everyone reacts differently to an emergency. However, if there is an immediate risk to the safety of people or property, use 911. Some examples of a 9-1-1 emergency include: crime in progress, medical emergency, fire, serious motor vehicle collision.

What to expect when you call 9-1-1 emergency: When you dial 9-1-1 your call is answered by a member of the Waterloo Regional Police communication centre. They are professionally trained and the 9-1-1 telephone system has an Automatic Location Identification System and an Automatic Number Identification System which lets the call taker know the address and telephone number of the caller. Be prepared to advise which service that you require: Police, Fire or Ambulance Service. You will then be connected to the appropriate service and required to supply all pertinent details surrounding the emergency. Remember: stay calm. If a caller is unable to communicate or respond, Police will be dispatched to the location immediately.

What is NOT a 9-1-1 Emergency? 911 should not be used unless a dangerous condition requiring immediate action exists. Some examples of a non-emergency call would include: theft from vehicle, property damage where suspects have fled the scene, a motor vehicle collision where no injuries are reported and general inquiries. In non-emergency situations, please use our business line (519) 653-7700 in Kitchener, Waterloo, Cambridge. If you know the 4-digit extension of the person you wish to speak with, you may call our automated attendant at (519) 650-8500.



We cannot accept reports via E-mail: If you need to report a crime or a complaint, please contact police using your telephone. For emergencies, please dial 911. For non-emergencies, please dial (519) 653-7700 in Kitchener, Waterloo, Cambridge or (519) 570-3000 from all other areas.



Partnerships with the Region

The Regional Municipality of Waterloo also enacts by-laws which are applicable in Cambridge. For example, Waterloo Region has by-laws governing smoking in public places, waste collection, outdoor water use, and sewer use. More information on the Waterloo Region's by-laws is can be found by visiting www.regionofwaterloo.ca



Craig Murray,
By-Law Enforcement Officer

About the City of Cambridge

The City of Cambridge is one of the fastest growing areas in the country. It is strategically located astride highway 401 in Southwestern Ontario, part of Canada's Technology Triangle. In 2010, the population was approximately 130,000 people with a multicultural mix and a strong foundation of support services. Cambridge has a diverse economic base with leading industries in manufacturing, automotive, high technology, pharmaceutical, business and financial services and hospitality/retail. It's about choice, options and value when you become part of the community.

"You meet the nicest people in Cambridge. It's a place that understands all about coming together. There is so much more to Cambridge than the beautiful lands created at the convergence of two rivers or its logistically perfect location in the heart of Ontario's economic corridor. Cambridge is the coming together of people from diverse, close-knit and proud communities. The people of Cambridge 'do the right thing' by respecting history, family values, a sound work ethic, the arts, environment and advancement. A young city, Cambridge is a master of balancing the excitement and promise of the new with the historical significance and stability of the old. A place where coming together is just the start. Uniting together is what sets Cambridge apart. Undiscovered: Cambridge families and entrepreneurs get more for less, and sacrifice nothing." Branding Report 2010.

