

CHAPTER 32

BY-LAWS

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32.A

Introduction to By-Laws

By-Laws are an optional module used to track by-law infractions and fines.

PROPERTY AND NON-PROPERTY RECORDS

Each infraction is associated with a property or non-property record.

For records that are associated with a property, the property record should be used. For infractions that are not associated with a property, then a non-property record should be used to group the infractions appropriately (non-properties can be named for an intersection or section of roadway, or type of infraction, or any other way you would prefer to group non-property infractions).


For more information on property and non-property records, see *chapter 5 (5.B Property Window and 5.G.5 Non-Property Window)*

32.A.10

Before Using By-Laws

1) SET UP THE BY-LAW OFFICER'S STATION

You should also create a separate "Station" for by-law officers, and assign the by-law officers to this station only. This is beneficial for reporting and searching purposes.

(See  **40.A**)

2) SET UP YOUR BY-LAW OFFICERS

Each by-law officer will need to be entered into the system (see *Chapter 16 – FireFighters*) and set up as a by-law officer.

(see  **70.C.10.C**).

This is one module where the Administrator can not, by default Add, Edit or Delete records. Each user that has the ability to Add or Edit records must be set up as By-Law Officer. See:

 **70.C.10.C**

3) ENTER THE ADDRESS AND OTHER PERTINENT INFORMATION FOR REPORTS

(see  **27.A**)

4) *DECIDE IF YOU WANT TO USE AUTOMATIC NUMBERING*

You have the option of using automatic numbering, numbering By-law records manually, or using no numbering system.

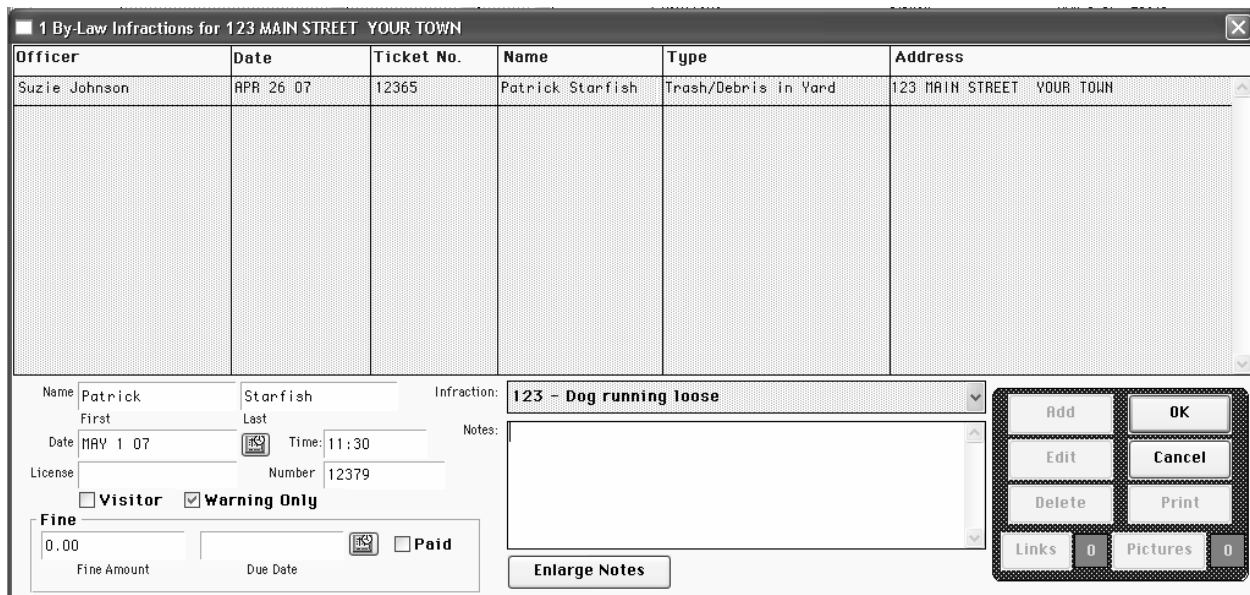
(See  **20.C.10.50**)

32.B

The By-Law Window

The By-Law window is accessed from the by-law button on the property window (see: [5.B](#)). To add By-Law infractions to a property, simply click the By-Law button. If you hold the Control key when pushing the By-Law button, the By-Law window will open in Add mode.

You may also find a particular infraction by going to:
FirePro 2 → Find By-Law Infractions



Officer	Date	Ticket No.	Name	Type	Address
Suzie Johnson	APR 26 07	12365	Patrick Starfish	Trash/Debris in Yard	123 MAIN STREET YOUR TOWN

Name: Patrick Starfish
Date: MAY 1 07
Time: 11:30
License Number: 12379
Infraction: 123 - Dog running loose
Warning Only:
Fine: 0.00
Paid:

Buttons: Add, Edit, Delete, OK, Cancel, Print, Links (0), Pictures (0)

The upper portion of the window displays any infractions associated with this property, or the results of a search if you used a search to find a by-law infraction. The lower portion of the window is used for adding new or editing infractions to the current property.

By-Law Window Fields

UPPER SECTION OF WINDOW:

OFFICER

The name of the by-law officer that issued the infraction. This is entered automatically based on the user that is logged on to the system and can not be edited.

TICKET NUMBER

The number assigned to the ticket issued.

NAME

The name of the person that was issued the ticket.

TYPE

The type of infraction.

ADDRESS

The address that the infraction is associated with.

LOWER SECTION OF WINDOW:

NAME

Enter the name of the person receiving the ticket or warning.

DATE

Enter the date the ticket or warning was issued or the date of the infraction.

TIME

Enter the time of the infraction

LICENSE

If the infraction involves a vehicle, enter the license plate number here. (If the province is different from yours, add the province abbreviation as well.)

NUMBER

Enter the ticket number

VISITOR

If the ticket was issued to someone not residing in your municipality, check the visitor box.

WARNING ONLY

If a warning was given and no ticket was issued, check the warning box.

FINE

Enter the dollar amount of the fine. If a dollar amount is entered, a due date must also be entered.

To see a list of all outstanding fines, see  **32.R.10**

PAID

When the fine is paid, click the paid box. If there is no fine associated with the infraction, this checkbox will automatically be checked.

A check in this box will remove the infraction and fine from the list of outstanding fines.

See  **32.R.10**

INFRACTION

Select the infraction type from the drop down list.

To add or edit By-Law infraction types, see:



20.74

NOTES

Enter any notes you would like about the infraction.

By-Law Window Buttons

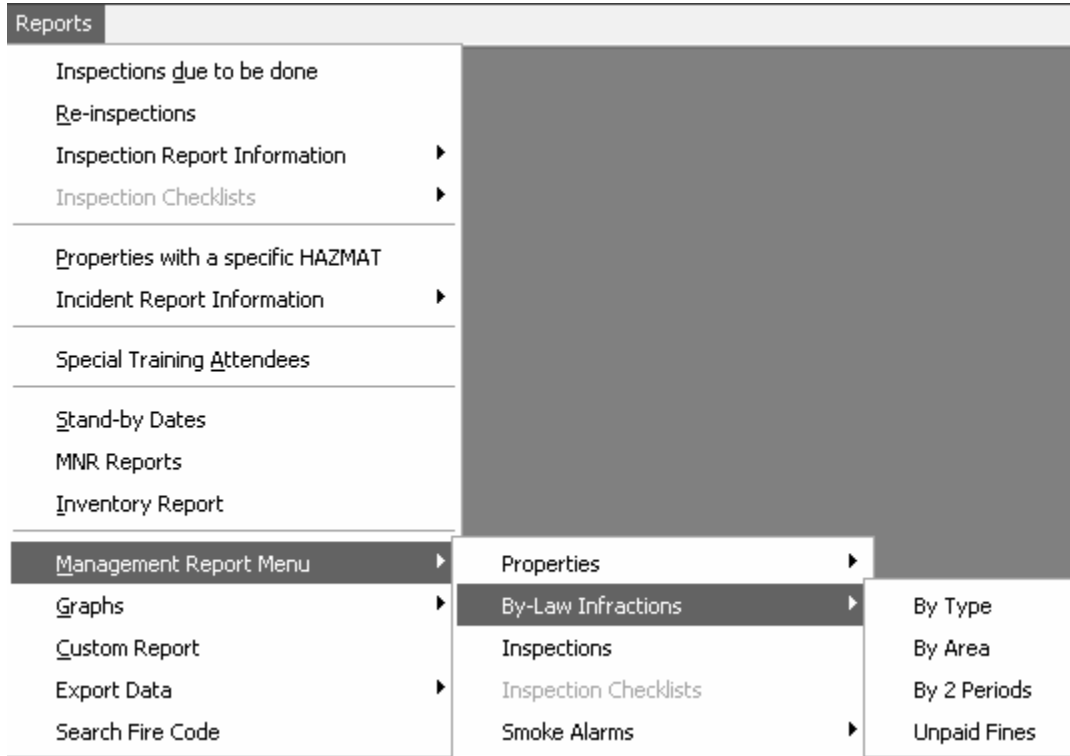
For information on the Links and Pictures buttons, please see:

3.90 – The Links Button

3.100 –The Pictures Button

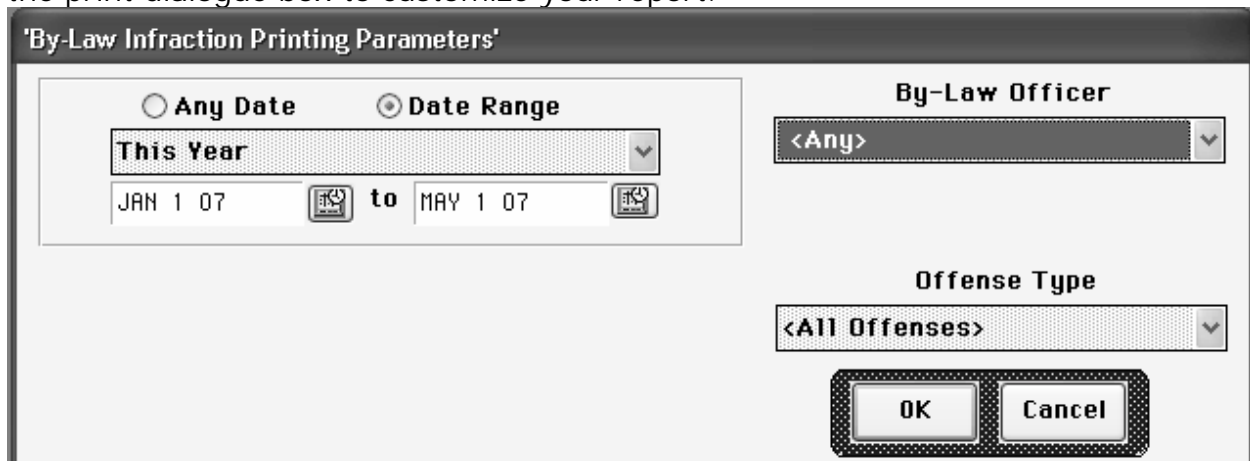
By-Law Reports

The following By-Law reports are accessed through the Management Report Menu.



Reports → Management Report Menu → By-Law Infractions → **By Type**

Creates a report detailing all by-law infractions by type. Select from the criteria on the print dialogue box to customize your report.




The dialog box titled 'By-Law Infraction Printing Parameters' contains the following fields and controls:

- Any Date
- Date Range
- Dropdown menu: This Year
- Date field: JAN 1 07
- Text: to
- Date field: MAY 1 07
- By-Law Officer dropdown menu: <Any>
- Offense Type dropdown menu: <All Offenses>
- OK button
- Cancel button

 **32.R.20**

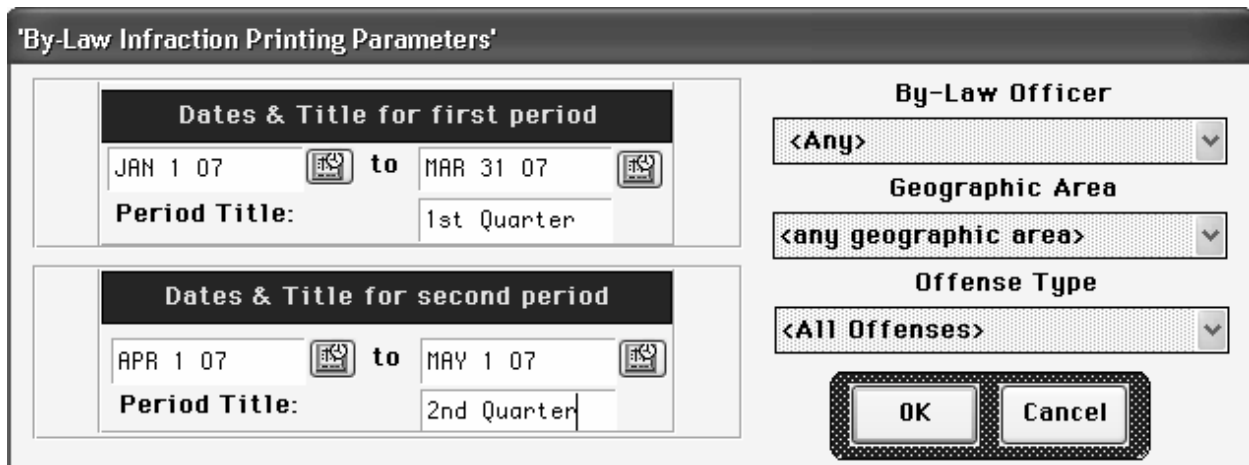
Reports → Management Report Menu → By-Law Infractions → **By Area**

Creates a report detailing all by-law infractions by geographical area (as determined on the property window. See **5.C – Geographical Area**). Select from the criteria on the print dialogue box (same as the one shown in  **32.R.10**) to customize your report.

 **32.R.30**

Reports → Management Report Menu → By-Law Infractions → **By 2 periods**

Creates a report detailing all by-law infractions for 2 periods. Select from the criteria on the print dialogue box to customize your report.




The screenshot shows a dialog box titled "By-Law Infraction Printing Parameters". It contains two sections for defining reporting periods and three dropdown menus for filtering criteria. The first section, "Dates & Title for first period", shows the date range "JAN 1 07" to "MAR 31 07" with a "Period Title" of "1st Quarter". The second section, "Dates & Title for second period", shows the date range "APR 1 07" to "MAY 1 07" with a "Period Title" of "2nd Quarter". The filtering criteria are: "By-Law Officer" set to "<Any>", "Geographic Area" set to "<any geographic area>", and "Offense Type" set to "<All Offenses>". At the bottom right are "OK" and "Cancel" buttons.



32.R.40

Reports → Management Report Menu → By-Law Infractions → **Unpaid Fines**

Creates a report detailing all outstanding fines, sorted by officer.

 For Demonstration Only Fire Chief : Fire Chief 1234 Main St. Your Town LOS 1M0 ph : 555-5555						
<u>Unpaid By-Law Fines</u>						
Date	Number	License	Amount	Due Date	Infraction	Name Address
Suzie Johnson						
APR 26 07	12365		50.00	MAY 26 07	Trash/Debris in Yard	Patrick Starfish 123 Main Street Your Town
MAY 1 07			50.00	MAY 11 07	Trash/Debris in Yard	Joe Dimagio 888 Main Street Your Town
MAY 1 07			100.00	MAY 8 07	Dog running loose	Sandy Cheeks 131 Main Street Your Town