



# VILLAGE OF BITTERN LAKE

## Bylaw #05/21 Enforcement Officer Bylaw

### VILLAGE OF BITTERN LAKE ENFORCEMENT OFFICER BYLAW #05/21

A bylaw of the Village of Bittern Lake in the Province of Alberta to provide for the appointment of a Bylaw Enforcement Officer

**WHEREAS** the Municipal Government Act, Chapter M-26 of the Revised Statutes of Alberta, as amended from time to time, notes that Council may pass a bylaw for municipal purposes, including the enforcement of local bylaws,

**WHEREAS** Section 556 of the *Municipal Government Act* notes that a Council must by bylaw specifying the powers and duties of the Bylaw Enforcement Officer and establish disciplinary procedures for misuse of power, including penalties and an appeal process applicable to misuse of power by the Bylaw Enforcement Officer;

**WHEREAS** the Council of the Village of Bittern Lake has determined that it is in the best interest of the Village of Bittern Lake to pass a bylaw providing for the appointment of Bylaw Enforcement Officers;

**NOW THEREFORE** be it resolved that the Council of the Village of Bittern Lake, in the Province of Alberta, duly assembled, enacts as follows:

#### 1. Short Title

1.1. This Bylaw will now be known as the "Enforcement Officer Bylaw".

#### 2. Definitions

2.1. "Bylaw" means the bylaws of the Village of Bittern Lake;

2.2. "Bylaw Enforcement Officer" means a person appointed, designated and/or engaged as such pursuant to the provisions of the Bylaw;

2.3. "Chief Administrative Officer" means the person appointed as Chief Administrative Officer by duly enacted bylaw of the Village of Bittern Lake;

2.4. "Chief Bylaw Enforcement Officer" means:

2.4.1. A person appointed, designated and/or engaged as such pursuant to the provisions of this Bylaw  
or

2.4.2. In the event no person is designated, the Chief Administrative Officer;

2.5. "Control Officer" means the Chief Administrative Officer or such other person as may be appointed or designated as a Control Officer by the Chief Administrative Officer;

2.6. "Village" or "Municipality" means the Village of Bittern Lake.



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### 3. Conditions

- 3.1. The Chief Administrative Officer may from time to time appoint, designate and/or engage one or more persons who are either employees of the Village of Bittern Lake, or who are engaged under contract with the Village as a Chief Bylaw Enforcement Officer.
- 3.2. The Chief Administrative Officer may from time to time appoint, designate and/or engage one or more persons who are either employees of the Village of the Bittern Lake or who are engaged under contract with the Village of Bittern Lake as Bylaw Enforcement Officers.
- 3.3. A Chief Bylaw Enforcement Officer and a Bylaw Enforcement Officer appointed, designated and/or engaged pursuant to this Bylaw and engaged by the Village of Bittern Lake either as an employee or as a contractor, either independently or through agreement with another municipality is, in the execution of their duties, a person engaged for the preservation and maintenance of the public peace and has all the powers of a Peace Officer with respect to the enforcement of the bylaws of the Village of Bittern Lake. Such persons shall not have the power to apprehend, search or take custody of any persons unless otherwise expressly stated in any bylaw or permitted in any bylaw.
- 3.4. Upon a person being appointed, designated and/or engaged as a Chief Bylaw Enforcement Officer or Bylaw Enforcement Officer, they shall take the official oath prescribed by the Oaths of Office Act before entering upon their duties; and further, they shall be issued with a means of identification, by the person who appointed them in which they shall carry on their person when they are on duty or performing functions as a Bylaw Enforcement Officer.

### 4. The Powers and Duties of a Chief Bylaw Enforcement Officer shall include the following:

- 4.1. Ensuring that the Bylaws of the Village of Bittern Lake are enforced within its boundaries;
- 4.2. Supervising the performance and conduct of the Bylaw Enforcement Officers under their control;
- 4.3. Ensuring the due performance of the provisions of the contract of Bylaw Enforcement Officers engaged by the Village of Bittern Lake as independent contractors or through agreement with any adjacent municipality;
- 4.4. Reporting to their control officer and carrying out their control officer's directions
- 4.5. Establishing standards of uniform, insignia and identification for Bylaw Enforcement Officers;
- 4.6. Assisting in the prosecution of breaches of the Village of Bittern Lake bylaws including gathering evidence, attendance of witnesses and court appearances.

### 5. The Powers and Duties of a Bylaw Enforcement Officer shall include the following:

- 5.1. Enforcing the bylaws of the Village of Bittern Lake within its boundaries;
- 5.2. Reporting to and carrying out the directions of their control officer;
- 5.3. Responding to and investigating complaints;
- 5.4. Conducting routine patrols for the purpose of preventing and detecting violations;
- 5.5. Carrying out inspections of overload moves within the Village of Bittern Lake;
- 5.6. Issuing and serving notices, tickets, tags, summons and laying information when required;





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- 5.7. Assisting in the prosecution of breaches of bylaws including gathering evidence, assisting witnesses, attending court and providing evidence required;
- 5.8. Performing all duties as may from time to time be assigned by their control officer or designated in their contract.

### 6. **Discipline and Breaches**

- 6.1. The Chief Bylaw Enforcement Officer and any designated Bylaw Enforcement Officer who are employees of the Village of Bittern Lake are subject to discipline procedures and penalties contained in the Policies of the Village or any amendments thereto.
- 6.2. The contract of persons who are engaged by the Village of Bittern Lake to perform the duties of a Chief Bylaw Enforcement Officer or a Bylaw Enforcement Officer and who breach either the terms of such contract or this Bylaw, are subject to termination without notice and without prejudice to the Village's right to seek damages for such a breach of contract.

### 7. **Misuse of Power**

- 7.1. When the Chief Administrative Officer receives a written allegation claiming that a Bylaw Enforcement Officer has misused their power, the Chief Administrative Officer shall determine if an investigation is required.
- 7.2. If the Chief Administrative Officer determines that an investigation into a written allegation of misuse of power is required, a Review Committee shall undertake the investigation within 30 days of receiving the written allegation.
- 7.3. The review committee membership shall be composed of the following: Chief Administrative Officer, Member of the Local RCMP detachment and a member of the Village Council.
- 7.4. The investigation procedure shall ensure that:
  - 7.4.1. the Bylaw Enforcement Officer is advised of the allegation and of the investigation;
  - 7.4.2. the Bylaw Enforcement Officer has the opportunity to respond to the allegation;
  - 7.4.3. such other parties, as the Chief Administrative Officer considers to be affected, have the opportunity to respond to the allegation.
- 7.5. The review committee shall meet to review all evidence and determine whether or not there was a misuse of power by the Bylaw Enforcement Officer.
- 7.6. The review committee shall render a written decision, with reasons, within 14 days of the meeting to review evidence.
- 7.7. If the review committee determines that a Bylaw Enforcement Officer has misused their power as a Bylaw Enforcement Officer or Special Constable, disciplinary procedures shall be implemented in accordance with the Village personnel policy.
- 7.8. The Chief Administrative Officer shall maintain a record of the investigation procedure and decision of the review committee.
- 7.9. The Chief Administrative Officer shall advise the Bylaw Enforcement Officer of the results of the investigation in writing.



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7.10. If the Chief Administrative Officer deems it necessary, other parties involved in the investigation may be advised in writing, of the review committee's decision.

### 8. Appeal

8.1. Within 14 days of receipt of the review committee's decision, a Bylaw Enforcement Officer may appeal the decision to the Council.

8.2. In considering the appeal, the Council shall review the following:

8.2.1. Record of the allegation of misuse of power

8.2.2. Record of the investigation procedure and results

8.2.3. Submission of the Bylaw Enforcement Officer and other parties involved, and

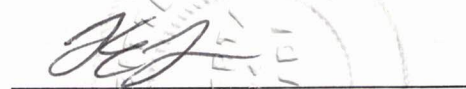
8.2.4. Any other information the Council deems important to the appeal.

8.3. The Council may confirm, revoke or vary the decision of the review committee. The Council's decision shall be in writing and provided to the Chief Administrative Officer and the Bylaw Enforcement Officer. Other parties involved in the investigation may be provided with the appeal decision if the Council deems it necessary.

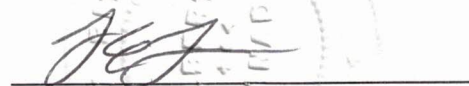
8.4. All documents relating to the allegation, review committee decision, appeal, appeal decision and any resulting disciplinary action shall be filed in the Personnel files of the Village.

### 9. Come Into Force



Received first reading the 12 day of August 2021.

  
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Mayor  
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CAO

Received second reading the 15 day of September 2021.

  
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Mayor  
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CAO

Received third time and final passed the 15 day of September 2021.

  
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Mayor  
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