



Policy Number: P2023-06	<b>BYLAW ENFORCEMENT</b>	Date Approved: Date Effective:
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**PURPOSE**

To ensure that the Village is appropriately protected in accordance with the Municipal Government Act.

**DEFINITIONS**

‘Bylaw Enforcement Officer’ is the person approved by Council to act as the Village’s Bylaw Enforcement Officer.

**POLICY**

Applicable Bylaws

1. The following bylaws were enacted in order to protect the property and safety of specific groups of people or member of the public in general:
  - a. Bylaw 2021-04 Fire Bylaw
  - b. Bylaw 2020-03 Emergency Management Bylaw
  - c. Bylaw 2019-05 Animal Control Bylaw
  - d. Bylaw 2009-01 Restricted, Vicious & Guard Dog Bylaw
  - e. Bylaw 2009-05 Nuisance & Unsightly Premises Bylaw
  - f. Bylaw 2007-07 Traffic Control Bylaw

Recording Complaints

1. The Village office staff has a complaint form that may be completed on our website or when residents come in with bylaw infractions.
2. The complainant may or may not sign the complaint form, however, if it is not signed, the offence will not be applicable in court.



### Enforcement

1. The Village has a Bylaw Enforcement Officer to patrol the Village at different times, looking for infractions, and following up on warnings, tickets, etc.
2. The Bylaw Enforcement Officer will come to the Village Office and deal with any complaints and after a discussion with the Village staff, will result in the Bylaw Enforcement Officer following up on the complaints with a warning.
3. If the infraction continues, a bylaw ticket will be issued the next time the Bylaw Enforcement Officer is in town.
4. The ticket must be given to the person responsible for the infraction of the Bylaw and there must be a deadline set for compliance.
5. The Village will ensure that the person to whom a ticket is issued to will have a reasonable opportunity, firstly, to speak to the officer issuing the ticket and secondly, to exercise their right to have Council review the ticket before the municipality acts on it.
6. If the infraction continues, the Municipality will remedy the situation, if possible, and charge the costs to the one to whom the ticket was issued.
7. The Village will ensure that there is a record kept showing that the person to whom the ticket was issued had the opportunity to speak with the officer and recording the nature of that persons' submissions.

### Council Review

1. The Municipal Government Act states that a person who has been issued such an order has a right to have it reviewed by Council by making a written request for same.
2. The review must be heard within 14 days.

### **IMPLEMENTATION**

1. This policy shall be posted on the website.

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Mayor

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Administrator