



# BYLAW 01-25

## **THE PURPOSE OF THIS BYLAW IS TO ESTABLISH THE POSITION OF A BYLAW ENFORCEMENT OFFICER AND TO ESTABLISH A BYLAW ENFORCEMENT COMMITTEE.**

**WHEREAS**, under the authority of Sections 555, 556, and 557 of the Municipal Government Act, the Council of the Summer Village of Bondiss, in the Province of Alberta, enacts as follows:

### **1. Definitions**

- a) "Bylaw Enforcement Officer" means a person appointed by Council pursuant to the Municipal Government Act.
- b) "Committee" means the Bylaw Enforcement Committee established under this Bylaw.
- c) "Appeal" means the right to contest a disciplinary action or termination decision before Council or an independent arbitrator.

### **2. Bylaw Enforcement Officer Powers and Duties**

- a) Must take the official oath prescribed by the Oaths of Office Act upon appointment and carry evidence of appointment at all times.
- b) Enforce the bylaws as authorized by Council within the boundaries of the municipality.
- c) Follow the directions of the Chief Administrative Officer (CAO) and report to the CAO, or if the CAO is the Bylaw Enforcement Officer, report directly to Council.
- d) Assist in the prosecution of bylaw contraventions, including court appearances.
- e) Perform other duties as assigned by the CAO or Council.
- f) Take necessary action to eliminate public safety hazards or deal with unsightly property conditions.
- g) Conduct patrols and issue notices, tickets, or tags as required.

### **3. Bylaw Enforcement Committee**

- a) The Committee shall be composed of one member of Council, one resident, and one independent member with experience in law enforcement, legal, or municipal governance.
- b) The Committee's role is to investigate allegations of misconduct by the Bylaw Enforcement Officer.

- c) The Committee must provide the Officer with at least 14 days' written notice before a disciplinary hearing, including details of the alleged misconduct.
- d) The Officer shall have the right to respond in writing or in person, present evidence, and call witnesses.

#### **4. Disciplinary Actions and Appeals**

- a) The Committee may:
  - i) Dismiss the complaint;
  - ii) Issue a written reprimand;
  - iii) Suspend the Officer for a period not exceeding six (6) months;
  - iv) Terminate the Officer's appointment; or
  - v) Take any other action deemed appropriate.
- b) The Officer has the right to appeal a disciplinary action or termination decision within 30 days to:
  - i) Council, or
  - ii) An independent arbitrator appointed by Council.
- c) The appeal process must allow the Officer to present evidence, call witnesses, and receive a fair hearing.
- d) The decision of Council or the arbitrator shall be final and binding.

#### **5. General Conduct Standards**

- a) The Officer shall maintain professional conduct, avoid conflicts of interest, and not disclose confidential information without authorization.
- b) The Officer shall not engage in corrupt practices, insubordination, deceit, or breach of confidence.

#### **6. Repeal of Previous Bylaw**

- a) This Bylaw repeals Bylaw 03-24 in its entirety.

#### **7. Enactment This Bylaw comes into force upon the date of final passing.**

Read a first time this 18th day of March, 2025.

Read a second time this 18th day of March, 2025.

Consent to proceed to third reading this 18th day of March, 2025.

Read a third time and finally passed this 18th day of March, 2025.



Mayor



Chief Administrative Officer