



Policy #GG-006

Policy Title: BYLAW ENFORCEMENT PROCEDURES POLICY

Policy Objective	This Policy establishes a clear, consistent, and legally defensible framework for the administration and enforcement of bylaws within the Resort Village of Kannata Valley.
Authority	Resolution # <i>2026-086</i>
Supporting Bylaw	n/a
Related Policy	n/a
Effective Date	<i>APRIL 15, 2026</i>

TERMINOLOGY AND DEFINITIONS

For the purposes of this Policy, the following terms shall have the meanings set out below:

- **Administrator**
The Chief Administrative Officer (CAO) of the Resort Village of Kannata Valley, or their authorized designate.
- **Appeal**
A formal request made by a property owner or alleged offender, in accordance with applicable legislation, to challenge an Order to Remedy or other enforcement action.
- **Bylaw**
A law enacted by the Council of the Resort Village of Kannata Valley under authority granted by provincial legislation.
- **Bylaw Enforcement Officer (BEO)**
A person appointed by the Village and authorized under provincial legislation to enforce municipal bylaws, including conducting inspections, issuing warning notices, Orders to Remedy, and Notices of Violation.
- **Complaint**
A written, electronic, or verbal report received by the Village alleging a contravention of a bylaw.
- **Contravention**
Any action, omission, or condition that violates a bylaw of the Resort Village of Kannata Valley.
- **Inspection**
An examination of land, buildings, or premises conducted for the purpose of determining compliance with Village bylaws.
- **Notice of Violation**
A formal enforcement notice issued under applicable legislation that may impose a monetary penalty and does not relieve the recipient of the obligation to comply with an Order to Remedy.
- **Order to Remedy**
A legally authorized written order requiring a property owner or occupant to correct a bylaw

- contravention within a specified timeframe and advising of appeal rights.
- **Property Owner**
The registered owner of land or premises as shown on the Village tax roll or land registry records.
- **Remedy**
The act of correcting or resolving a bylaw contravention to achieve compliance.
- **Service**
The delivery of a notice, order, or document to a person in a manner permitted by applicable legislation.
- **Village**
The Resort Village of Kannata Valley.
- **Warning Notice**
A written notice issued by the Bylaw Enforcement Officer advising of a bylaw contravention and providing an opportunity for voluntary compliance before further enforcement action is taken.

POLICY

1. Statement

The Resort Village of Kannata Valley ("Village") is committed to the fair, consistent, transparent, and lawful administration and enforcement of its bylaws to protect public safety, preserve community standards, and support the reasonable use and enjoyment of property.

Enforcement will be guided by the principles of procedural fairness and carried out in accordance with **The Municipalities Act** (Saskatchewan), other applicable legislation, and Village bylaws. Where appropriate, the Village will encourage voluntary compliance through education and reasonable opportunities to remedy contraventions. However, the Village retains the discretion to take immediate or escalated enforcement action when warranted by the nature, severity, recurrence, or urgency of a contravention, or where necessary to protect public safety or the public interest.

2. Objective

The objectives of this Policy are to:

- Define the roles and responsibilities of Council, the Administrator, Village staff, and the Bylaw Enforcement Officer in bylaw administration and enforcement.
- Establish a consistent framework for receiving complaints, conducting inspections, documenting findings, and responding to alleged contraventions.
- Promote voluntary compliance where appropriate, while ensuring enforcement actions are proportionate, consistent, evidence-based, and procedurally fair.
- Confirm that Orders to Remedy, municipal remedial action, and cost recovery (including amounts added to the tax roll) will be pursued **only where authorized and in the manner provided by** The Municipalities Act and applicable bylaws.
- Ensure that enforcement documents are completed in accordance with legislated requirements.

3. Scope

This Policy applies to:

- All bylaws enacted by Council and all bylaw enforcement activity undertaken within Village boundaries.
- All complaints, inspections, investigations, monitoring, and enforcement actions, including proactive enforcement initiated by the Village.
- All Village staff, the Administrator, and the Bylaw Enforcement Officer involved in bylaw administration and enforcement.
- All property owners, occupants, and other persons subject to Village bylaws.

This Policy is administrative in nature and is intended to guide consistent enforcement practices. It does not replace or override **The Municipalities Act** (Saskatchewan) or any other applicable legislation. In the event of any inconsistency, the legislation and applicable bylaw(s) prevail.

4. PROCESS

4.1 Complaints and Initial Review

- The Village will make reasonable efforts to review and triage complaints promptly.
- Response times may vary based on severity, urgency, seasonal conditions, site access, weather, staffing, and public safety considerations.
- Anonymous complaints may be investigated at the discretion of the Village where sufficient information is provided or where public safety concerns exist.

4.2 Inspections

- Where an inspection is required, reasonable efforts will be made to notify the property owner or occupant prior to entry, where required by legislation.
- Inspections will be conducted by the Bylaw Enforcement Officer or other authorized personnel in accordance with legislative authority.

4.3 Voluntary Compliance

- Where a contravention is identified and immediate enforcement is not required, a **Warning Notice** may be issued to encourage voluntary compliance.
- A Warning Notice does not limit the Village's authority to take further enforcement action if compliance is not achieved or if circumstances warrant escalation.

4.4 Orders to Remedy

- If a contravention is not remedied, an **Order to Remedy** may be issued in accordance with applicable legislation.
- An Order to Remedy will specify:
 - The nature of the contravention.
 - The required remedial action.

- The timeframe for compliance.
- Information respecting appeal rights as provided by legislation.

4.5 Appeals

- Appeals of an Order to Remedy must be made in accordance with the procedures and timelines set out in applicable legislation.
- As per the Resort Village of Kannata Valley, an Order to Remedy may be appealed within 15 days after the date of the issuance of the Order.
- Appeals to Council must be received in writing by mail, email, in-office or dropped in the door mail slot at the Administration office, to the Chief Administrative Officer.
- Appeals must show just cause why the Order to Remedy specifics are being appealed.
- Appeals will be heard at 5:30 p.m. at the next Regular Meeting of Council following the date of the issuance of the order.
- Appeals do not operate as a Stay of Order and enforcement actions may be suspended or continued during an appeal, as decided by Council.

4.6 Municipal Remedial Action and Cost Recovery

- Where authorized by legislation and applicable bylaws, the Village may undertake remedial work to correct a contravention if compliance is not achieved.
- Costs incurred by the Village may be recovered from the property owner in the manner permitted by law, including adding unpaid amounts to the tax roll where authorized.

4.7 Notices of Violation and Prosecution

- The Village may issue a **Notice of Violation** or pursue prosecution where appropriate.
- Issuance of a Notice of Violation does not relieve the obligation to comply with an Order to Remedy.

4.8 Service of Documents

- All enforcement documents will be served in accordance with the service provisions of **The Municipalities Act** and other applicable legislation.

5. RESPONSIBILITIES

5.1 Council

Council is responsible for:

- Adopting this Policy and any amendments.
- Providing overall governance and direction for bylaw enforcement.
- Ensuring appropriate resources are allocated to support enforcement activities.

5.2 Administrator

The Administrator is responsible for:

- Implementing this Policy

- Overseeing bylaw enforcement administration
- Ensuring legislative compliance
- Supporting the Bylaw Enforcement Officer and Village staff in enforcement activities.

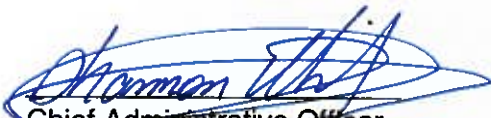
5.3 Bylaw Enforcement Officer


The Bylaw Enforcement Officer is responsible for:

- Conducting inspections and investigations.
- Issuing Warning Notices, Orders to Remedy, and Notices of Violation as authorized.
- Documenting enforcement actions.
- Carrying out enforcement duties in a fair, consistent, and professional manner.

6. EFFECTIVE PERIOD

This Policy comes into effect and remains in effect until amended or repealed by Council upon date of signing.


Chief Administrative Officer
Shannon Ulsifer


Mayor
Dustin Plett