

**TOWN OF NOBLEFORD
IN THE PROVINCE OF ALBERTA
BYLAW NO. 671**

BEING a bylaw of the Town of Nobleford in the Province of Alberta to establish and set out the powers, duties, and disciplinary procedures of Bylaw Enforcement Officers.

WHEREAS section 556 of the Municipal Government Act requires a Council by bylaw to set out the powers and duties of and disciplinary procedures applicable to the municipality's Bylaw Enforcement Officers.

AND WHEREAS the municipality must prepare a corresponding bylaw.

NOW THEREFORE, under the authority and subject to the provisions of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, the Council of the Town of Nobleford in the Province of Alberta duly assembled does hereby enact the following:

1. TITLE AND DEFINITIONS

1.1 This bylaw shall be known as the "Bylaw Enforcement Officer Bylaw."

1.2 The following definitions shall apply when used within this bylaw:

- a. Bylaw Enforcement Officer: an employee of the Town who has been appointed pursuant to this bylaw as a Bylaw Enforcement Officer;
- b. Chief Administrative Officer: an employee of the Town who has been appointed by Council and established by bylaw according to the *Municipal Government Act*;
- c. Town: the Town of Nobleford in the Province of Alberta;
- d. Council: the Council of the Town of Nobleford;
- e. Offense Ticket: any ticket or tag which is in a form authorized under the Provincial Offences Procedures Act, issued for any bylaw offence in which a penalty may be paid out of court in lieu of appearing to answer a summons; and
- f. Notice: any notice authorized to be given under any Town bylaw

2. SUPERVISOR OF BYLAW ENFORCEMENT

2.1 Council as a whole shall be the Supervisor of the Bylaw Enforcement Officer.

2.2 The Supervisor of Bylaw Enforcement Officer, in addition to all other powers and duties set out within the Bylaw, is authorized:

- a. to ensure that bylaws of the Town are enforced;
- b. to provide for the supervision of the performance and conduct of the Bylaw Enforcement Officers of the Town;
- c. to set rules and regulations for the conduct of Bylaw Enforcement Officers with respect to their powers and duties as peace officers;
- d. to enforce disciplinary procedures, including penalties and an appeal process, as outlined in Schedule B.
- e. to assist in the prosecution of breaches of bylaws including the gathering of evidence, the attendance of witnesses and any appearances in court that may be required.

2. BYLAW ENFORCEMENT OFFICER

2.1 The Council may appoint one or more Bylaw Enforcement Officers and shall hold a term of office at the pleasure of Council.

2.2 Every Bylaw Enforcement Officer, before commencing his or her duties, shall take the official oath as prescribed by the *Oath of Office Act*.

2.3 The powers and duties of Bylaw Enforcement Officers shall include the following:

- a. to enforce the bylaws which the Bylaw Enforcement Officer is authorized to enforce within the boundaries of the Town;
- b. to respond to and investigate complaints;
- c. to conduct routine patrols;
- d. to issue notices and offence tickets;
- e. to lay information;
- f. to assist in the prosecution of bylaw contraventions including appearances in court to provide evidence;
- g. to carry upon his person at all such times as he is acting a Bylaw Enforcement Officer, evidence in writing of his position as a Bylaw Enforcement Officer of the Town; and
- h. to perform all other enforcement duties delegated to the Town by any statute of the Province of Alberta that he is assigned by Council to enforce;

2.4 The Bylaw Enforcement Officer shall honor and abide by the Code of Conduct established in Schedule A.

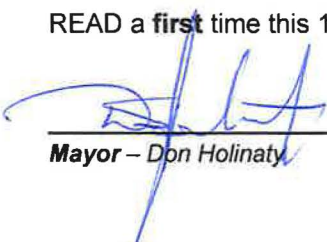

2.5 The authority of a Bylaw Enforcement Officer shall terminate when:

- a. the person ceases to be an employee of the Town, or
- b. the Council by resolution terminates the appointment of a Bylaw Enforcement Officer.

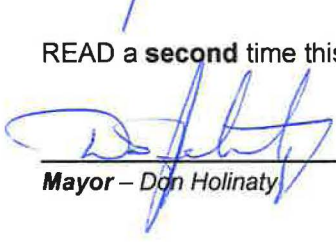

3. GENERAL

3.1 This bylaw shall come into force and effect upon third reading by Council.

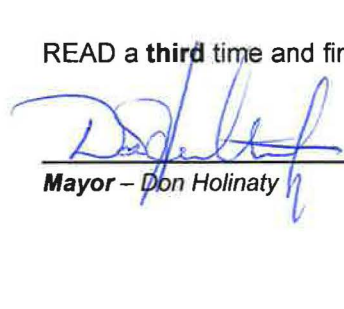
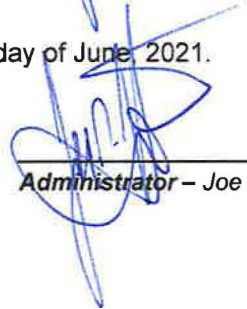
READ a **first** time this 15th day of June, 2021.

 <hr/> <p>Mayor – Don Holinaty</p>	 <hr/> <p>Administrator – Joe Hutter</p>
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READ a **second** time this 15th day of June, 2021.

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READ a **third** time and finally PASSED this 15th day of June, 2021.

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Schedule "A"

Bylaw #671

CODE OF CONDUCT

1. A Bylaw Enforcement Officer shall not:

a. Violate

- 1) any Act or Regulation made under an Act of Parliament in Canada;
- 2) any Act or Regulation made under an Act of Legislature in Alberta; and
- 3) any provision of the member's appointment

b. Act in:

- 1) a disorderly or inappropriate manner, or
- 2) a manner that would be harmful to the organizational discipline

c. Apply the law differently or exercise authority on the basis of race, color, religion, sex, physical ability, marital status, age, ancestry or place of origin;

d. Withhold or suppress a complaint against or a report made about a Bylaw Enforcement Officer;

e. Willfully or negligently make a sign or false, misleading or inaccurate statement in any document or record;

f. Neglect, without a lawful excuse, to promptly or diligently perform the duties of a Bylaw Enforcement Officer;

g. Without lawful excuse:

- 1) destroy, mutilate or conceal an official document or record, or
- 2) alter or erase an entry in an official document or record;

h. Make known any matter that is a person's duty to keep in confidence;

i. Fail to account for or to make prompt and true return of money or property that the member receives in the capacity as a Bylaw Enforcement Officer;

j. Become involved in a financial, contractual or other obligation with a person whom the member could reasonably expect to report or give evidence about;

k. Without lawful excuse, use the position for personal advantage or other person's personal advantage;

l. Exercise authority as a Bylaw Enforcement Officer when it is unlawful or necessary to do so;

m. Consume alcohol while on duty;

n. Consume, use, or possess drugs that are prohibited by law;

o. Report for duty, be on duty or be on stand by while until to do so by reason of the use of alcohol or drugs;

p. Demand, persuade or attempt to persuade another person to give, purchase or obtain any liquor for a Bylaw Enforcement Officer, or Peace Officer who is on duty;

q. Apply excessive or otherwise inappropriate force in circumstances where force is used

Schedule "B"

Bylaw #671

DISCIPLINARY PROCEDURES

1. RECEIPT OF COMPLAINT

- 1.1 Complaints concerning the conduct of a Bylaw Enforcement Officer shall be directed to Council, in writing.
- 1.2 Council shall acknowledge receipt of the complaint in writing to the person making the complaint, and the person against whom the complaint is made.

2. INVESTIGATION

- 2.1 Council shall investigate the complaint or have it investigated, seeking assistance as required or passing on the investigation information to the Royal Canadian Mounted Police where appropriate.
- 2.2 After determining all the facts Council may either dismiss the complaint as unfounded, as unsubstantial, or find that the Bylaw Enforcement Officer has committed a misconduct.
- 2.3 If Council is satisfied that a misconduct has been committed, he shall take corrective disciplinary action.
- 2.4 Despite section 2.3 Council may resolve minor complaints informally, arriving at a solution that is satisfactory to all parties.

3. DISCIPLINARY ACTION

- 3.1 If Council finds that the Bylaw Enforcement Officer has committed a misconduct, he may take on the following measures:
 - a. a suspension, for a period not exceeding one (1) month, will be given to the Bylaw Enforcement Officer if his performance is unsatisfactory and warrants suspension. A notation of the warning with the signature of the Mayor of the Town of Nobleford will be placed in the Bylaw Enforcement Officer's employee file;
 - b. for lesser offences, a written warning will be issued by Council, or
- 3.2 When a suspension is issued, a written notice outlining reasons for the suspension will be given to the Bylaw Enforcement Officer.
- 3.3 The record of suspension will remain in the Bylaw Enforcement Officer's employee file for two (2) years after which time it may be erased if the situation leading to the suspension has been rectified. Page 7 of 7
- 3.4 If the suspension results in dismissal, then the period of suspension be one without pay.
- 3.5 A Bylaw Enforcement Officer wishing to appeal against his suspension or dismissal must do so in writing to the Council. Such notice of appeal must be in the hands of Council not later than fifteen (15) calendar days from the date of dismissal. The decision of Council will be final.