

# Bylaw Enforcement in Rural Municipalities



**SAMEO**

Saskatchewan Association of  
Municipal Enforcement Officers

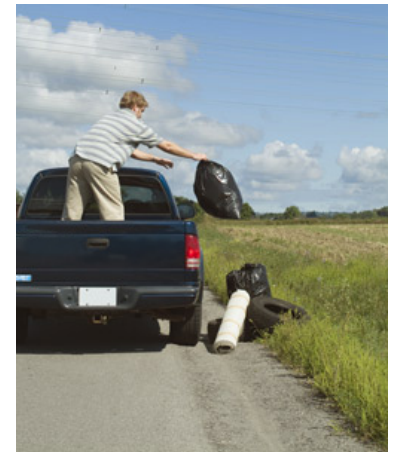


# Presentation Overview

- Purpose of Bylaws
- Authority to enact Bylaws
- Why do we need Bylaws?
- Bylaws address enforcement Issues
- Enforcement Officer Options
- Salary Considerations
- Determining the needs of the municipality
- Enforcement Officer Authorities
- Salary Considerations
- The Role of Council
- Who is SAMEO?
- Standards for Enforcement Officers
- SAMEO Training
- SAMEO Classifieds
- Questions

# Purpose of Bylaws

Non-criminal laws enacted by the local government that reflect and maintain the values and standards of the community



# Authority to Enact Bylaws

- *The Municipalities Act (S. 8)*
- Power granted is to be interpreted broadly (S.6)
- Provides authority to Councils to govern a municipality
- Enhances Council's ability to respond

# Why do we need bylaws?



Bylaws may address issues by:

- Creating Offences, including continuing offences;
- Providing for Penalties, including incentives to pay;
- Providing for Inspections
- Providing for Remedies, including the ability to move, seize, impound, destroy or dispose of property
- Voluntary payment opportunities to avoid prosecution

# Enforcement Officer Options

1. Bylaw Enforcement Officer (BEO), including regional officers
2. Special Constable (Community Safety Officer)
3. Enhanced RCMP Officer



# Enforcement Officer Authorities

Position	BEO	Special Constable (Peace Officer)	Police Officer
<b>Appointment</b>	Appointed by Council under The Municipalities Act every year or by Bylaw	Sworn Peace Officer by Judge or Justice of the Peace, one time appointment (may have an expiry date)	Appointed by Sask. Justice under The Police Act, one time appointment
<b>Enforcement</b>	Bylaws enacted under the authority of The MA/NMA/CA	Duties and Authorities are assigned by the Department of Justice	Bylaws under The Municipalities Act and 13 Provincial Statues
<b>Traffic</b>	No authority to enforce The Traffic Act. (No traffic stops unless done from a stationary position i.e. on foot)	Authority to enforce legislation specified in application for appointment, including moving violations and other statutes	Enforce The Traffic Safety, Snowmobile, ATV, Highways and Transportation, Dangerous Goods Transportation. Acts. (Traffic stops by car or on foot and can issue tickets for speeding)
<b>Arrest</b>	Only citizens arrests	Power of Arrest	Power of Arrest
<b>Equipment</b>	No authority to carry prohibited or restricted weapons	May carry pellet guns & hand cuffs, shotgun for wildlife control	May carry baton, pepper spray, hand cuffs, side arm and shotgun for wildlife control.



# Needs of the Municipality

- Issues/Concerns
- Type of enforcement officer (BEO, SC, PO)
- Expectations & Time  
(proactive vs reactive)
- Salary
- Training & equipment budget



# Salary Considerations

- Job requirements/duties
- Location/travel
- Equipment supply
- Training/Qualifications

	Low	Medium	High
Saskatchewan	\$13.30	\$23.56	\$38.57
Canada	\$13.94	\$29.58	\$45.00

2011 Average Hourly Salaries for Bylaw Enforcement and other regulatory officers :

Source: [www.jobbank.gc.ca](http://www.jobbank.gc.ca) \*2011 Census

# The Role of Council

- Council establishes the priorities for enforcement & enacts bylaws
- Council may provide direction regarding enforcement policies and conduct
- Strive to remain uninvolved
- Discuss issues at council
- Bylaw Enforcement not a revenue generator



# The Saskatchewan Association of Municipal Enforcement Officers (SAMEO)

SAMEO was formed more than 25 years ago. The purpose of SAMEO is to unite municipal enforcement officers in the Province of Saskatchewan. SAMEO provides training, information and networking to enforcement officers and municipalities.

# Standards for Enforcement Officers

SAMEO has made recommendations regarding:

- Duties & Responsibilities
- Qualities & Minimum Qualifications
- Identification & Equipment
- Job Description

# SAMEO Training

- BEO's not required to be trained or licensed in Saskatchewan
- 2 Levels of training currently available:
  - Level 1 Basic Investigator - Sask Polytech
  - Level 2 Intermediate Training - SAMEO
- Partners: SARM & SUMA
- 3<sup>rd</sup> level of training being developed

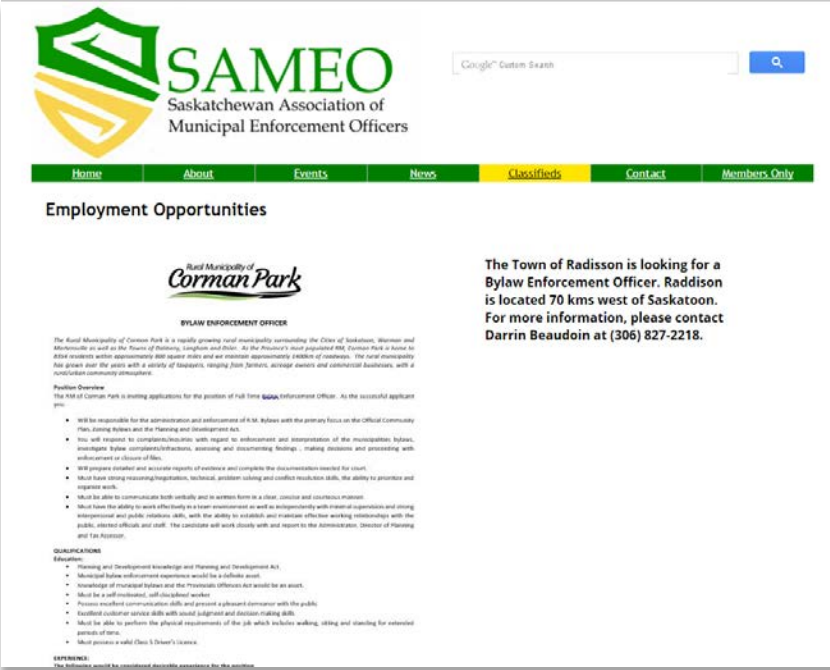


# Basic Investigator Course

- Sask Polytech, Prince Albert
- Next Offering: Spring 2017
- Cost: approx. \$900.00
- 1 week, including testing
- Course Topics Include:
  - Legislative Authority
  - Investigation skills
  - Proper documentation and notes
  - Judicial process in Canada
  - Preparing & Presenting in court
  - Ethics
  - Dress & Deportment

# SAMEO Classifieds

Free posting of  
advertisements  
seeking Bylaw  
Enforcement  
Officers



**SAMEO**  
Saskatchewan Association of  
Municipal Enforcement Officers

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### Employment Opportunities

**Rural Municipality of  
Corman Park**

**BYLAW ENFORCEMENT OFFICER**

The Rural Municipality of Corman Park is rapidly growing rural municipality surrounding the City of Saskatoon, Warman and Melville as well as the Towns of Estevan, Langham and Elton. As the Province's most populated RM, Corman Park is home to 4500 residents with approximately 2000 owner units and an excellent opportunity (stable) of revenues. The rural municipality has grown over the years with a variety of housing, ranging from farmers, acreage owners and commercial businesses, with a rural/urban community atmosphere.

**Position Overview**  
The RM of Corman Park is seeking applications for the position of Full Time [Bylaw Enforcement Officer](#). As the successful applicant you:

- Will be responsible for the administration and enforcement of R.M. Bylaws with the primary focus on the Official Community Plan, zoning Bylaws and the Planning and Development Act.
- You will report to complainants/clients with regard to enforcement and interpretation of the municipalities bylaws, investigate bylaw complaints/offences, issuing and accompanying bylaws, making decisions and assisting with enforcement or closure of lots.
- Will prepare incident and accurate reports of offences and complete the documentation needed for court.
- Must have strong reasoning/interpretation, technical, problem solving and conflict resolution skills, the ability to prioritize and respond appropriately.
- Must be able to communicate both verbally and in written form in a clear, concise and courteous manner.
- Must have the ability to work effectively in a team environment as well as independently with minimal supervision and strong interpersonal and public relations skills, with the ability to establish and maintain effective working relationships with the public, elected officials and staff. The candidate will work closely with and report to the Administrator, Director of Planning and Tax Assessor.

**QUALIFICATIONS**

**Essential:**

- Planning and Development knowledge and Planning and Development Act.
- Municipal bylaw enforcement experience would be a definite asset.
- Knowledge of municipal bylaws and the Provincial Offences Act would be an asset.
- Must be a self-motivated, self-disciplined worker.
- Proven excellent communication skills and present a pleasant demeanor with the public.
- Excellent customer service skills with sound judgment and decision-making skills.
- Must be able to perform the physical requirements of the job which include walking, sitting and standing for extended periods of time.
- Must possess a valid Class 5 Driver's license.

**EXPERIENCE:**  
The candidate should be considered equally qualified for the position.

**The Town of Radisson is looking for a Bylaw Enforcement Officer. Radisson is located 70 kms west of Saskatoon. For more information, please contact Darrin Beaudoin at (306) 827-2218.**



# Membership Benefits

- Open to anyone who enforces municipal bylaws
- \$50 annual fee
- Access to Members Only resources
- Voting privileges at AGM
- Keep up to date with trends, news and legislative changes
- Training opportunities

# Questions?

Website: [www.sameo.ca](http://www.sameo.ca)



[www.facebook.com/saskbylaw](http://www.facebook.com/saskbylaw)

Email: [k.strong@lumsden.ca](mailto:k.strong@lumsden.ca)