

## Town of Bonnyville

<b>POLICY TITLE:</b> Municipal Enforcement Policy		
<b>NEW POLICY NO.</b> 14-BL-065		
<b>ORIGIN/AUTHORITY:</b> Protective Services	<b>ADOPTED BY:</b> Town of Bonnyville – Council	<b>EFFECTIVE DATE:</b> February 11, 2014
	<b>REPLACES POLICY NO.</b> 00-BL-001 (old #00-001-110)	<b>REVISION DATE:</b>

### Purpose:

To ensure that all Town bylaws have a method of enforcement in conjunction with the municipality's available resources, subsequently reducing risks to residents and their property.

### Policy:

Pursuant to the Municipal Government Act (MGA), the Town of Bonnyville may establish bylaws, policies, and other regulatory or guiding documents that address health, safety, protection and the common good of persons and properties within the municipality. Such documentation may detail means, ways and authority to exercise and administer municipal governance; revenue generation; financial management; health, safety and environmental standards; community development; business practice; good order and conduct; and miscellaneous activities and interests. As well, fees, penalties, obligations and encumbrances may be defined and instituted.

Municipal officials, employees and agents will normally implement and administer bylaws, policies, procedures and guidelines in good faith and with due diligence. Through the course of their duties, municipal officials may exercise case-by-case discretion by issuing waivers and exemptions, i.e., exceptions, so long as such exceptions are unlikely to render harm, damage or hardship on other parties. As well, identified standards and enforcement practices may be relaxed to reflect general or local neighbourhood tolerance, so long as there are no complaints or objections to the relaxation. All exceptions and relaxations shall be subject to due consideration and process by municipal officials prior to approval and shall remain subject to full disclosure.

### Procedures:

#### Standards:

Town bylaws may be enforced at the discretion of the parties authorized to enforce such.

Enforcement of the bylaws may consist of the following:

Public Relations through verbal contact with parties involved, and/or Issuance of a Bylaw Enforcement Warning Notice, Order of Compliance and/or Ticket as provided in the various Bylaws, Acts and Regulations.



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### Recording of Bylaw Contraventions:

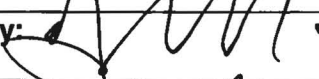

Complaints of bylaw contraventions will be recorded on a Complaint/Inquiry form.  
Kinds of information included in this form will be:

- a. Date and time of complaint;
- b. Name and address of complainant;
- c. Date and time of alleged contravention;
- d. Description of alleged contravention;
- e. Follow-up from Enforcement Officer (including date, nature of action taken, *i.e.*, *warning, fine, order to remedy*, a brief statement as to why action was or was not taken). This may be stated in the investigation file instead of the original Complaint Form.
- f. File number;
- g. Name of investigating Special Constable.

### Guidelines for Enforcement:

The following guidelines will be considered by the Enforcement Officer and/or Municipal Administrator when deciding whether a contravention should be enforced or not, and at what priority a complaint is investigated by the Enforcement Officer:

What is the extent of threat to the public and/or environment by the contravention?  
What is the likelihood of voluntary compliance?  
Can the contravention be proven in court?

<b>Approved by:</b> 	<b>Date Signed:</b> Feb 27 / 2014
<b>Approved by:</b> 	<b>Date Signed:</b> Feb 26, 2014