



# REQUEST FOR DECISION

Meeting: September 8, 2025

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## Budget Reallocation – Bylaw Department

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### **DESCRIPTION/BACKGROUND:**

At the May 12, 2025, Council Meeting, Council passed a motion directing Administration to begin establishing a Peace Officer Program in the Town of Claresholm. This program is intended to enhance local enforcement services and support community safety.

To proceed with implementation, Administration has begun by submitting an application to the Alberta Solicitor General and additionally, at the May 26, 2025, Council Meeting, a number of Peace Officer-related policies were approved to support the initial development of the program.

As part of these startup activities, a dedicated Peace Officer vehicle and related equipment (such as lights, radio, etc.) are required. The Town of Diamond Valley has a used Peace Officer vehicle available for purchase that is outfitted with the necessary equipment.

### **DISCUSSION/OPTIONS:**

While Administration considered converting the former bylaw truck into a Peace Officer vehicle, this would require the installation of specialized equipment, including emergency lights, sirens, radios, cameras, computer systems, converting the back seat to include a protected area, and all associated wiring. Such work must be performed by a company that meets Alberta Public Safety and Emergency Service (PSES) requirements. The estimated cost of this work is between \$40,000 and \$50,000. Given these costs, Administration determined that purchasing a used Peace Officer vehicle already equipped to provincial standards represents the most practical and cost-effective option at this time. Currently, the former bylaw vehicle has been transferred to the Utility Department, with one of their older units subsequently reassigned to Public Works.

The Town's 2025 approved budget includes funding for Bylaw Enforcement services. Due to the Bylaw Officer position being vacant for most of the year, a significant portion of those funds remain unspent. Administration is recommending that a portion of the remaining budget be reallocated to support the establishment of the Peace Officer Program, including the purchase of a vehicle.

The Town of Turner Valley has offered to sell a fully equipped Peace Officer 2017 Ford Police Interceptor Utility SUV (88,000 km) to us for \$19,000. This purchase would provide a cost-effective and timely solution to meet the program's initial operational needs. The Town of Claresholm's Mechanic has inspected the vehicle and feels this is a fair deal.

The 2025 tax supported portion of the Bylaw Enforcement budget is \$95,292. After deducting year-to-date operating costs, as well as planned transfers to reserves and amortization, approximately \$88,000 remains available. While there may be some additional revenues (e.g. property notices, clean-up fees, fines) and minor future expenses (e.g. animal control services), the overall impact on the remaining balance is expected to be minimal.

According to the Unbudgeted Expenditure Policy (Policy 3.0.05), Section 6, any budget reallocation greater than \$25,000, where there is a change in service level or a capital expenditure, requires Council approval. While the purchase price of the vehicle is under \$25,000 there will be some additional costs that will need to be incurred related to reconnecting both the radar and Watchguard camera system and updated decaling. This purchase is a step towards the establishment of a new level of enforcement service for the Town and therefore, Administration is seeking Council's approval for a budget reallocation as outlined within the proposed motion.

**PROPOSED RESOLUTIONS:**

Moved by Councillor \_\_\_\_\_ that Council approve the reallocation of \$25,000 from the 2025 Bylaw Operating Budget, consisting of \$19,000 for the capital purchase of a Peace Officer vehicle with equipment from the Town of Diamond Valley, and \$6,000 for radio and camera reconnection, setup, and decaling; and further that any associated operational startup costs for the Peace Officer Program be funded from the 2025 Bylaw Operating Budget.

**ATTACHMENTS:**

- 1.) Policy 3.0.05 – Unbudgeted Expenditure Policy

**APPLICABLE LEGISLATION:**

- 1.)

PREPARED BY: Jennifer Place, Director of Corporate Services

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APPROVED BY: Abe Tinney, CAO

DATE: August 19, 2025

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