



Claresholm

REQUEST FOR DECISION

Meeting: November 3, 2025

BYLAW No. 1819- BYLAW ENFORCEMENT OFFICER'S BYLAW

With the Town's application to the Province for the Authorization to Employ Peace Officer's it was noted that CPO's do require the oath of office if they are going to enforce Municipal Bylaws as well. The Town therefore looked at the current CPO bylaw which is no longer required and requires repealing. All regulations for CPO's are from the Public Security Peace Officer's program "Policy & Procedures Manual". The Town does however require an updated Bylaw Enforcement Officer's bylaw under Section 556 of the MGA. Note: CPO's are also within the Town of Claresholm's Designated Officer's Bylaw in regards to issuing fines, inspections and orders.

Powers and duties of bylaw enforcement officers

RSA 2000 Section 557 Chapter M-26 350 MUNICIPAL GOVERNMENT ACT

Section 556 Every council must by bylaw (a) specify the powers and duties of bylaw enforcement officers, and (b) establish disciplinary procedures for misuse of power, including penalties and an appeal process applicable to misuse of power by bylaw enforcement.

This Draft Bylaw mirrors the process for complaints, investigations, etc. as is the process with Peace Officer's in the Provincial regulations and as per the Town's CPO policies already in place. With the Town's roll out of a CPO program the person will likely always be the same and will need to have an oath of office for CPO duties and Bylaw duties. This Bylaw is not required for the application to the province to Employ Peace Officers, rather to ensure up to date MGA compliance and to ensure the process for complaints, duties, etc. are the same for CPO's and Bylaw Enforcement Officers.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to give Bylaw No. 1819, the Town of Claresholm's Bylaw Enforcement Officer's Bylaw first reading.

Moved by Councillor _____ to repeal Bylaw No. 1699, Community Peace Officer Bylaw.

ATTACHMENTS:

- 1.) Draft Bylaw No. 1819

APPLICABLE LEGISLATION:

- 1.) Bylaw No. 1699
- 2.) MGA Section 556

PREPARED BY: Tara Vandervalk, Development Services Manager

APPROVED BY: Abe Tinney, CAO

DATE: October 28, 2025
