



401C  
Municipal Enforcement

Supporting Procedure: Municipal Enforcement Manual

Prepared By: Municipal Enforcement

Council Approval Date: June 8, 2020

Effective Date: Immediately

Council Resolution No.: 20-217

References:

Alberta Solicitor General and Public Security Policy and Procedures  
Town of Olds Community Peace Officer Bylaw  
Town of Olds Bylaw Enforcement Officer Bylaw  
Records Management Retention Schedule Bylaw

**POLICY STATEMENT**

The Town of Olds provides quality municipal services to its citizens. The Community Peace Officers are committed to serving the residents, businesses and visitors to the Town of Olds by providing effective municipal and provincial enforcement. They are committed to the protection of the Town of Olds interests and the safe transportation of people and goods.

**PURPOSE**

To clearly outline the service levels and expectations that Council supports in the provision of service of the Municipal Enforcement Department.

To ensure the Senior Community Peace Officer has a clear mandate of service and expectation from Council in order to adequately manage and enhance the provision of Municipal Enforcement.

To ensure that the public are informed of the mandate and function of Municipal Enforcement, and the scope of services offered.

**SCOPE**

The Town of Olds Municipal Enforcement Peace Officers are governed by Federal, Provincial and Municipal legislation in addition to the aforementioned Provincial and Municipal policies. This policy reflects these laws.

**DEFINITIONS**

**Bylaw** means any bylaw approved by the Town of Olds Council.

**Council** means the elected officials of the Town of Olds, including the Mayor and Councillors.

**Peace Officer** means a person employed or engaged by the Town of Olds, which is an authorized employer, in the capacity of a Community Peace Officer under the Peace Officer Act of Alberta, and complies with any other conditions approved in the Peace Officer Regulations, Policy and Manual.

**RESPONSIBILITIES**

The Chief Administrative Officer (CAO) or designate(s) is responsible for administering this policy within the standards established. All managerial and supervisor administration are

responsible for ensuring that their employees are familiar with, and comply with the standards of this policy.

The Senior Community Peace Officer, or designate(s), is responsible to ensure the mandate and function of the Municipal Enforcement Department adheres to this policy, the Community Peace Officer Bylaw, the Bylaw Enforcement Officer Bylaw, and any other Town of Olds Council Policies.

**STANDARDS**

1. The Town of Olds is an authorized employer of Community Peace Officers and the Province of Alberta has set in legislation the Peace Officer Act (Statues of Alberta 2006, Chapter P-3.5); The Peace Officer (Ministerial) Regulation (AR 312/2006); and the Peace Officer Regulation (AR 291/2006).
2. The Alberta Solicitor General and Public Security Department has enacted the Peace Officer Policy and Procedures Manual, as amended from time to time, which applies to both employers of Peace Officers and to Peace Officers themselves, and further makes compliance to this policy a requirement in law.
3. Peace Officer Act (Statues of Alberta 2006, Chapter P-3.5); The Peace Officer (Ministerial) Regulation (AR 312/2006); and the Peace Officer Regulation (AR 291/2006).
4. Section 226 of the Municipal Government Act, being Chapter m-26, Revised Statues of Alberta, 2000, and amendments thereto, the Council of the Town of Olds must pass a Bylaw to specify the powers and duties of Bylaw Enforcement Officers to establish disciplinary procedures for misuse of power, including penalties and an appeal process applicable to the misuse of power by Community Peace Officers who provide bylaw enforcement.