



Celebrating Municipal Excellence

Nomination Form

Deadline: 4:00 p.m., Thursday September 18, 2014

Please attach all additional pages to this cover sheet when submitting your nomination.

Contact Information

Nominee Contact Information	
Name of municipality (ies) being nominated:	North of Divide Planning District Commission (Members participating include Village of Loon Lake, RM of Beaver River No. 622, RM of Meadow Lake No 588, Village of Pierceland, Village of Goodsoil and Village of Dorintosh)
Contact Name:	Jo Ann Smith
Telephone #:	306-236-5167
Mailing Address:	Box 187, Dorintosh, SK S0M 0T0
E-mail Address:	nodca@sasktel.net
Name of Nominated Project:	Regional Cooperation - Shared bylaw enforcement
Date Project or Practice Initiated:	March 1, 2014
Date Project or Practice Completed:	Project is ongoing – we are currently working towards obtaining Special Constable status.

Nominator Contact Information	
Name:	Jo Ann Smith
Organization:	North of Divide Planning District Commission
Position:	Administrator
Mailing Address:	Box 187, Dorintosh, SK S0M 0T0
Telephone #:	306-236-5167
E-mail Address:	nodca@sasktel.net



General Questions

Answers to these questions **MUST** be included using the following headings. The Selection Committee has found it helpful to include photos and detailed information, including measurable outcomes, in your nomination. Also, please remember when filling out your nomination that winning practices are posted in the Best Practices Library, so be sure to include all information that may be helpful to others if it were to be used as a reference or resource.

A) The Practice

1. What was the issue that inspired the nominated project or practice?

Shared bylaw enforcement has been a top priority from the onset of NODCA. The municipalities felt they needed assistance in enforcing municipal bylaws in order to ensure a safe environment for the people living and working within their communities. RM and village Councils had been dealing with everything from uncontrolled fires, speeding, ATV accidents, overloaded vehicles to unpermitted development and general nuisances. Councils wanted someone to promote public safety and patrol the neighborhoods, enforcing speed limits and parking infractions and just generally responding to complaints and concerns. Local RCMP detachments have their hands full handling criminal cases and Highways and Transportation weren't interested in managing weight restrictions on RM roads. No single community had the resources to hire an enforcement officer full time staff member and all the necessary equipment needed to enforce their bylaws.

2. What has this project or practice done to address the issue?

Work was done to check out how other communities were running their enforcement programs. We felt we needed a Special Constable as speed enforcement in the villages and weight restrictions on the RM roads were big issues. Because the Saskatchewan Government was working on the whole Special Constable program we settled for a bylaw officer to get the program up and running. We compared the costs of hiring an employee vs contracting the work out. It was decided to contract with the Commissionaires out of Saskatoon for the services of a bylaw officer with the intention of moving to a Special Constable once the SC program was completed.

B) The Process

*This section should be the longest and most detailed part of your nomination. Include enough information so that a municipality interested in applying the same project or practice can follow your steps.

3. What was the role of the municipal council and/or municipal staff in this project or practice?

Councils and Administrators from each of the Municipalities had to decide what they wanted the bylaw officer to focus on within their community. They had to sit down with him to go over their existing bylaws to make sure they were enforceable and in some cases create new bylaws where they had none. The municipalities had to decide how they wanted to share the officer's time and costs. A detailed budget had to be prepared by NODCA and broken down by community. Each respective Council had to give their approval for the splitting of his time and costs. The officer tracks which community he's working in and all respective mileage. The NODCA administrator then bills the communities on a monthly basis. Councils have to approve all payments made to NODCA.

4. Were other groups were involved in developing this project or practice? If so, who were they and what role did they play?

NODCA sent their administrator to the SALIBO conference in Humboldt to talk to other communities about how they handled bylaw enforcement, what was working for them etc. We also conferred with the City of Meadow Lake, the RM of Wilton and the Town of Rosthern on what equipment and processes they had in place. Meadow Lake and Rosthern had their own employee the RM of Wilton was contracting the service out through the Commissionaires. All communities were very forthcoming with advice and willing to share information.

5. What resources were involved?

We were very lucky to get funding from 55 West when they ceased operations. This money was earmarked to cover off the initial capital costs of equipment and cash flow needed between billing and collecting from the municipalities.

6. How was the project or practice developed?

N/A

C) The Results

7. What effect did this project or practice have on the community?

The small villages that belong to NODCA are able to have an enforcement officer that they would otherwise not be able to afford on their own. Having the bylaw enforcement officer visible in the communities has made a difference on the number of speeders on the roads in the Rural municipalities as well as the villages. You see more people wearing helmets when on their ATV's. The bylaw enforcement officer has taken over some of the issues that the Administrators did not have time for.

8. Was a formal evaluation done after the project or practice was completed?

The project is ongoing.

9. Describe any challenges faced.

See #10



D) Lessons Learned

10. What lessons were learned and what would you recommend doing differently? Remember, all nominations will become part of the Best Practices Library, so be sure to include specific information.

Several things came up that if we were to start the project over again we'd do differently. Looking back we would have saved ourselves a lot of grief had we waited for the government to have the Special Constable program up and running and, we should have done more PR work in each of the communities prior to bringing the enforcement officer on site.

While waiting for Special Constable status the enforcement officer could only hand out warnings for infractions. This works for awhile but people learn quickly that they aren't being ticketed.

We also had a group of individuals in one of the municipalities group together against bylaw enforcement. Had more time been spent educating the public on why local bylaws were necessary, what it actually costs to enforce those bylaws, etc. there may not have been so much misinformation and unnecessary fear spread throughout that community.

Please submit your completed nomination package to:

E-mail: awards@municipalawards.ca or

Fax: Attn: Saskatchewan Municipal Awards Program, 306.798-2568; or

Mail: Saskatchewan Municipal Awards, Room 1010 – 1855 Victoria Avenue, Regina, SK S4P 3T2

Contact: Phone No. 306.525.4398

Thank you for submitting a nomination for the 2014 Saskatchewan Municipal Awards.