

Bylaw Officer Information Worksheet & FAQ

This sample worksheet was developed to assist your community in exploring options for bylaw enforcement. An example is provided in the chart below.

Prior to contacting enforcement agencies or organizations, have a clear idea of the kind(s) of enforcement you require. Additionally, be sure to make your current bylaws available for the enforcement agency for the purpose of cost estimations and outline of services. For best practices in bylaw enforcement planning, complete MCDP's Bylaw Enforcement Questionnaire to gain clearer insights into your enforcement needs. See below for Frequently Asked Questions about bylaw enforcement.

Organization/ Agency	Contact Information	Potential Resource	Questions to Ask	Medium Used/ Date	Responses
<i>(Ex.) Enforcers R Us</i>	<i>Jim Taylor (306) 555-5555 555-201 Park Avenue Saskatoon, SK jtaylor@erus.ca</i>	<ul style="list-style-type: none"> - <i>Parking Bylaws</i> - <i>Animal Bylaws</i> - <i>Town security</i> 	<ul style="list-style-type: none"> - <i>What services do you provide?</i> - <i>Do you have your own equipment and supplies?</i> - <i>Please provide information on the types of contract you offer. Are you willing to negotiate a fee based on intermunicipal cost sharing?</i> - <i>Please provide a cost estimate for your services.</i> - <i>What services/supplies are not included in the contract?</i> - <i>What do you need supplied from the community(ies)? (i.e. animal compound access, marked vehicle, uniform, office space?)</i> - <i>Do your fees include court attendance and administration, and/or travel mileage?</i> - <i>Would you be willing to provide written documentation, and/or meet with our committee to discuss our options?</i> - <i>What kind of reporting system and process do you use?</i> 	<i>Phoned – 5/3/2010 and 5/15/2010</i>	

Frequently Asked Questions

1. What individuals, organizations, or agencies provide enforcement services?

Depending on your location within the province, there are a number of options. Private security companies offer tailored services and may have an officer already working in a nearby area. Finding a self-employed individual with enforcement training and experience is another option. These individuals or agencies can be found in your telephone directory under *security* or *private investigators* or online. If you live near a larger city with its own police services, you might discuss service options with them. Alternatively, organizations of retired RCMP officers are available to provide quality security and bylaw enforcement; these individuals often have established relationships with legal and governmental bodies in the province. Another option is to contact your neighboring communities to inquire about their current enforcement arrangements. They may be willing to contract out their bylaw officer to your community; or they may have a security company already in place and can provide you with suggestions to suit your needs. Some communities hire an individual from their own community to enforce local bylaws. This individual should be well-versed in your local bylaws (or willing to learn), bylaw enforcement procedures and administration, and maintaining records for court appearances. There may be enforcement options that your community member can manage, such as parking bylaws. However, in the case of animal bylaws such as wandering wildlife or wild dogs, you may wish to contract out these specific services to someone with the necessary expertise and resources.

2. What kind of bylaw enforcement training is available in Saskatchewan?

Though private security companies and police are specially trained, there are few training programs available for individuals in Saskatchewan. Currently, bylaw enforcement officers in the province do not require specialized training, nor do they require special licensing. Any individual deemed qualified by a town council may provide bylaw enforcement services; however, having some kind of experience or knowledge in the area of local bylaw enforcement is a definite asset. These include:

- Knowledge/experience in enforcement
- Knowledge/experience in building construction and codes
- Knowledge/experience in justice and legal aid
- Knowledge/experience in bylaw interpretation and administration

- Proficiency in communication, mediation, conflict management
- Post secondary diploma in a related field

If looking to hire internally within your community, consider individuals who may have some skills and related experience such as real estate agents, lawyers, construction workers, or anyone with experience dealing with contracts, bylaws, and/or municipal procedures. Many local community bylaw officers learn on-the-job; however, there are a number of resources available for bylaw officers to network and increase their knowledge base. These include the Saskatchewan Association of License Inspectors and Bylaw Officers (SALIBO), who hold annual conferences; the Saskatchewan Building Officials Association (SBOA); and animal protection training centres such as Enforcement Training Academy (Alberta) (<http://www.enforcementtrainingacademy.com/about.html>).

3. My community wants to partner with other neighboring communities for bylaw enforcement. How should we proceed?

- i. Does your community have its' own bylaws in place? What about your neighboring community(ies)? If current bylaws are not in place, these should be developed before proceeding.
- ii. Review the bylaws with your councils to make sure a detailed enforcement process is outlined and the penalties are high to discourage repeat offenders.
- iii. Determine what bylaw enforcement services you need and what kind of arrangement you would like to have with your neighbors. What are their needs? Are they similar? Have each community complete MCDP's Bylaw Enforcement Questionnaire. Whatever your needs are, decide on whether you would like a shared contract with your neighbors for enforcement services (either by an individual in your area or an agency), or, separate contracts with the same agency.
- iv. Determine your budget. What can your community afford? What can your neighboring communities afford? What is the best route to take for reduced costs/cost sharing?
- v. Compile your information and resources. Based on the information provided from all participating communities, seek out information from organizations, agencies, and individuals on the best options for your community group. Be sure

to have detailed information on each community's needs when approaching potential service providers to increase efficiency and accuracy of cost estimations.

- vi. Draft a shared cost agreement or individual contract(s) with your chosen provider.
- vii. If a shared cost agreement has been drafted, one municipality will need to become the "employer" and enter into a contract with the chosen provider.
- viii. Whether sharing a bylaw enforcement officer or entering into individual contracts, each municipality will be required to enact a bylaw that appoints that provider as the bylaw enforcement officer. MCDP can provide a number of sample Appointment of Bylaw Officer Bylaws.

Sources:

- Ministry of Municipal Affairs, Government of Saskatchewan www.municipal.gov.sk.ca
- Community Planning and Service Department, Saskatoon, SK
- Corrections, Public Safety and Policing, Policing Services Division, Private investigators and Security guards, Government of Saskatchewan.