



Council Policy #53

LEVELS OF SERVICE POLICY - MUNICIPAL ENFORCEMENT

Approved by Council Resolution #24/06/15

1. PURPOSE:

This policy establishes the City's minimum levels of municipal enforcement services and establishes the process for approving or adjusting municipal enforcement services. This policy does not preclude the City from providing a higher level of service if properly authorized, trained staff and equipment are available.

2. POLICY STATEMENT:

The City will provide enforcement services within the boundaries of the City according to the provisions of this policy statement and the Municipal Government Act or Peace Officer Act, as the case may be.

3. DEFINITIONS:

The following definitions and interpretations apply to this policy:

- "Bylaw Officer" means a person appointed by the City and authorized to enforce municipal bylaws.
- "City" means the City of Beaumont.
- "Community Peace Officer" means a person employed by the City and authorized to enforce municipal bylaws and provincial statutes.
- "Enforcement Officer" means a Community Peace Officer or a Bylaw Officer.

4. SCOPE/APPLICATION:

This policy applies to all Municipal Enforcement personnel employed by or engaged by the City by contract or agreement.

5. PROCESS:

5.1 Core Services for Community Peace Officers

- 5.1.1 Investigate, educate, and enforce Municipal Bylaws and Provincial Statutes as related to private, public, and business lands.
- 5.1.2 Perform commercial vehicle inspections; educate and enforce weight, dimensions and unsecure loads to maintain City's road infrastructure.
- 5.1.3 Provide 40 hours of service per week on a rotating shift schedule, including weekday and weekend coverage.

- 5.1.4 The City shall maintain a population-to-staffing ratio of 1 Community Peace Officer per 5,000 residents and 1 administrative support for every 4.5 Community Peace Officers.
- 5.1.5 Community Peace Officers will operate the service request system under a call priority model, which prioritizes calls with the most significant impact on community safety.

5.2 Core Services for Bylaw Officers

- 5.2.1 Investigate, educate, and enforce Municipal Bylaws as related to private, public, and business lands.
- 5.2.2 Provide 40 hours of service per week on a rotating shift schedule, including weekday and weekend coverage.

5.3 Training

- 5.3.1 Community Peace Officers must maintain the training required to obtain a Peace Officer Appointment with the Government of Alberta.
- 5.3.2 Enforcement Officer training shall be based on those services delivered by Beaumont Municipal Enforcement, as described herein.
- 5.3.3 Community Peace Officers shall complete Pressure Point Control Tactics training and recertify as required.
- 5.3.4 Community Peace Officers shall complete Oleoresin Capsicum (OC) training and recertify as required.
- 5.3.5 Enforcement Officers shall have valid First Aid, CPR, and AED (Automated External Defibrillator) training and recertify as required.
- 5.3.6 Enforcement Officers shall complete training to a minimum ICS-200 level. The Municipal Enforcement Supervisor shall complete training to a minimum ICS-300 level.

5.4 Equipment

- 5.4.1 Municipal Enforcement vehicles and fitted emergency equipment shall be maintained and tested as per manufacturer specifications.
- 5.4.2 Vehicles and fitted emergency equipment shall be life-cycled out every 7 years.
- 5.4.3 All Personal Protective Equipment (PPE) shall be purchased, maintained, and replaced as per manufacturer specifications.

6. AUTHORITY/RESPONSIBILITY TO IMPLEMENT:

City Council is responsible for approving this policy and amendments thereto.

The Chief Administrative Officer is responsible for delegating authority to the Director of Protective Services for the enforcement of this policy.

The Director of Protective Services or designate shall be responsible for ensuring the effective administration of this policy.

Policy Record

Adopted by Council: June 25, 2024

Council Resolution: #24/06/15

Cross Reference: Level of Service Framework Protective Services March 2024

Administrative Responsibility: Protective Services

Next Review Date: Annually