

TOWNSITE OF REDWOOD MEADOWS ADMINISTRATION SOCIETY
BYLAW NO. 2018-004

A BYLAW OF THE TOWNSITE REDWOOD MEADOWS ADMINISTRATION SOCIETY WITHIN THE BOUNDARIES OF THE TOWNSITE OF REDWOOD MEADOWS THAT IS LOCATED ON THE TSUUT'INA INDIAN RESERVE, #145, IN THE PROVINCE OF ALBERTA, TO PROVIDE FOR THE RULES OF ENFORCING BYLAWS.

The Council of the Townsite of Redwood Meadows Administration Society has duly convened to enact the following:

1. TITLE

- (a) This bylaw shall be known as the "Bylaw Enforcement Bylaw."

2. INTERPRETATION

- (a) In this bylaw:

1. "Bylaw" means bylaws enacted by the Council of the Townsite of Redwood Meadows Administration Society.
2. "Bylaw Officer" means an employee who is appointed by resolution of the Council to enforce the non-criminal bylaws of the Townsite.
3. "Council" means the Council of the Townsite of Redwood Meadows Administration Society.
4. "Peace Officer" means a Person recognized under the *Alberta Peace Officer Act* and who is appointed by resolution of the Council to enforce the bylaws of the Townsite.
5. "Person" means a Sub lessee, resident, guest or agent of Sub lessee and/or resident
6. "Townsite" means the Townsite of Redwood Meadows.
7. "Townsite Manager" means the manager of the Townsite of Redwood Meadows as appointed by the Council.
8. "Violation Tag" means a tag, notice/letter or similar document in a form approved by the Council and issued for any offence in which a penalty may be paid out of court.
9. "Violation Ticket" means a ticket, notice/letter or similar document in a form approved by the Council and issued for an offence in which a penalty is to be paid out of court.

3. BYLAW ENFORCEMENT PROCEDURES

- (a) A Bylaw Officer, Peace Officer, RCMP, Tsuut'ina Police or Police Officer within the

province of Alberta is hereby authorized and empowered to issue a Violation Tag to any Person, who a Bylaw Officer, Peace Officer, RCMP, Tsuut'ina Police or Police Officer within the province of Alberta, has reasonable and probable grounds to believe has contravened a Bylaw of the Townsite of Redwood Meadows Administration Society.

- (b) The Violation Tag shall state:
1. The name of the accused;
 2. The date and nature of the offence;
 3. The penalty payable for the offence; and
 4. The time of when the penalty must be paid by to avoid an issuance of a Violation Ticket.
- (c) The Person to whom a Violation Tag is issued, may, in lieu of being prosecuted for an offence, pay to the Townsite of Redwood Meadows the penalty specified on the Violation Tag.
- (d) If the penalty specified on the Violation Tag has not been paid within 14 days, then the Bylaw Officer, Peace Officer, RCMP, Tsuut'ina Police or Police Officer within the province of Alberta is hereby authorized and empowered to issue a Violation Ticket.
1. If the penalty is paid prior to the 14th day, the penalty will be reduced by 25%.
- (e) A Violation Tag or Ticket may be issued to such Person:
1. Either personally; or
 2. By registered mail to their last known address.
- (f) Notwithstanding subsection (d), a Bylaw Officer, Peace Officer, RCMP, Tsuut'ina Police or Police Officer within the province of Alberta is hereby authorized and empowered to immediately issue a Violation Ticket to any Person a Bylaw Officer, Peace Officer, RCMP, Tsuut'ina Police or Police Officer within the province of Alberta has reasonable or probable grounds to believe a contravention of a bylaw has taken place.
1. If a Violation Ticket is issued, the full penalty will be applied to the Person's next utility bill.
- (g) Where a contravention of a Townsite Bylaw is of a continuing nature, further Violation Tags may be issued by the Bylaw Officer, Peace Officer, RCMP, Tsuut'ina

Police or Police Officer within the province of Alberta provided that no more than one Violation Tag is issued for each day that the contravention continues.

- (h) If a Person wishes to contest the Violation Tag, they must notify the Townsite Manager in writing within 14 days of the Violation Tag being issued.
 - (i) The Townsite Manager may determine the Violation Tag is valid, to apply a different penalty or amount, to apply a reduced amount or to waive the penalty.
1. If the Person is not satisfied with the Townsite Manager's decision, the Person may request in writing, within 14 days of receiving the decision of the Townsite Manager, that they wish to have the Bylaw Dispute Committee review the Violation Tag.
 2. The Bylaw Dispute Committee shall have up to 30 days from the day of notice to review and decide upon the Violation Tag.
- (j) The Bylaw Dispute Committee shall consist of three (3) Council Members with the Chair being appointed by Council or the Mayor.
 - (k) The decision of the Bylaw Dispute Committee shall be a final and binding decision of the Violation Tag.

4. **BYLAW OFFICER DUTIES**

- (a) To ensure all bylaws of the Townsite are enforced.
- (b) To make recommendations in writing to the Townsite Manager for the improvement of bylaws, its enforcement and dispute resolution process.
- (c) To report to the Townsite Manager or its designate and to carry out direction from the Townsite Manager or its designate, as required.
- (d) To respond to and investigate bylaw complaints as required.
- (e) To conduct regular patrols.
- (f) To issue tags, tickets and/or letters as required.
- (g) To assist in the resolution of bylaws contraventions including the gathering of evidence and participating in dispute resolution procedures as required.
- (h) To obtain appropriate training and/or certification as required.
- (i) To maintain records and documents for all bylaw violations.

- (j) The Bylaw Officer duties may be added to an existing Townsite employee's role or be assigned to an employee specifically to conduct the duties of the Bylaw Officer.
 - (k) To perform alternative duties as may be assigned from time to time.
1. If the Bylaw Officer duties are added to an existing Townsite employee's role, the Bylaw Officer duties may be modified to accommodate the primary duties of the employee's job description.

5. **BYLAW OFFICER DISCIPLINE & TERMINATION**

- (a) The Council shall determine if a disciplinary measure or termination is appropriate based on a recommendation made by the Townsite Manager or its designate.
- (b) The Townsite Manager shall investigate and document all complaints that are received regarding the conduct of the Bylaw Officer with Council oversight.
- (c) The Bylaw Officer can only be disciplined and/ or terminated by resolution by the Council.

5. **ENACTMENT/ TRANSITION**

- (a) If any clause in this bylaw is found to be invalid, it shall be severed from the remainder of the bylaw and shall not invalidate the whole bylaw.
- (b) This bylaw comes into force on the date it is passed.

6. **CONFLICT WITH THE *SOCIETIES ACT* OR ADMINISTRATION AGREEMENT**

In the event of any inconsistency between this bylaw and the *Societies Act* or Administration Agreement the provisions of the *Societies Act* or Administration Agreement shall prevail.

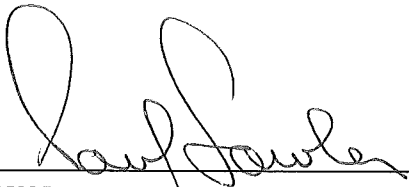
FIRST READING: October 16, 2018

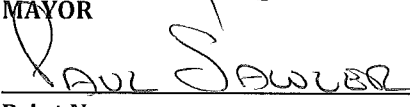
SECOND READING: October 16, 2018

THIRD READING: October 16, 2018

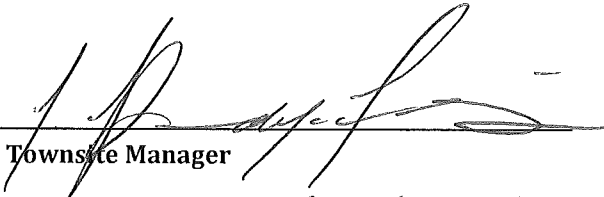
**APPROVED ON BEHALF OF THE COUNCIL FOR THE TOWNSITE OF REDWOOD MEADOWS
ADMINISTRATION SOCIETY.**


THIS 16 DAY OF OCTOBER, 2018.



MAYOR


Print Name



Townsite Manager


Print Name