

BYLAW ENFORCEMENT OFFICER

RURAL MUNICIPALITY OF BRITANNIA NO. 502

BYLAW NO 03-2026

A BYLAW TO APPOINT A BYLAW ENFORCEMENT OFFICER

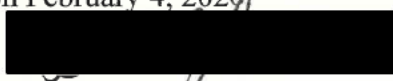
The Council of the Rural Municipality of Britannia No. 502 in the Province of Saskatchewan enacts as follows:


1. For the purpose of this bylaw, the expression:
 - a) "Council" means the Council of the Rural Municipality of Britannia No. 502; and
 - b) "Municipality" means the Rural Municipality of Britannia No. 502.
 - c) "Chief Administrative Officer" means the Chief Administrative Officer of the Rural Municipality of Britannia No. 502.
 - d) "Days" means calendar days defined as a continuous count of days including weekdays, weekends, and holidays, beginning and ending at midnight.
2. Council pursuant to section 373(1) of *The Municipalities Act*, hereby appoints Michael Nielsen as the Bylaw Enforcement Officer for the Municipality.
3. The appointment shall commence February 4, 2026 and shall continue until terminated in accordance with Section 4.
4. The appointment may be terminated by Council or by the Bylaw Enforcement Officer giving three months written notice, unless otherwise agreed to by both parties.
5. The duties of a Bylaw Enforcement Officer shall be:
 - a) to enforce all municipal bylaws enacted by the council of the Municipality and at the request of the Chief Administrative Officer;
 - b) to serve orders, notices and letters at the request of the Chief Administrative Officer;
 - c) to keep accurate, detailed records including but not limited to tickets issued, warnings given and correspondence with property owners;
 - d) incident/complaint investigations shall be documented using forms listed in attached Schedule B.
 - e) providing, at a minimum quarterly reporting to the Chief Administrative Officer;
 - f) to report any suspected contraventions of municipal bylaws to the municipal office;
 - g) to represent the Municipality before a justice of the peace or provincial court judge in the prosecution of anyone who is charged with contravention of a bylaw;
 - h) other duties as may be assigned by the Chief Administrative Officer.
6. The Bylaw Enforcement Officer shall respond to a reported Bylaw violation within 48 to 72 hours of the initial complaint being received, unless otherwise agreed upon with the complainant.
7. Subsequent to section 362 of *The Municipalities Act*, the inspection of property by the Municipality to determine Bylaw compliance is hereby authorized. The powers granted under this clause are in addition to any other inspection or enforcement powers granted under federal or provincial legislation or under other Municipal Bylaws.
8. For the purposes of Bylaw enforcement, the Municipality authorizes the Bylaw Enforcement Officer to:
 - a) Enter at any reasonable time upon any land or premises in the municipality to ascertain compliance with Municipal Bylaws.



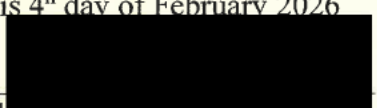
- b) Take photographs, measurements or samples as may be reasonably necessary for the purposes of enforcement.
9. A Bylaw Enforcement Officer who enters under subsections (7) and (8) shall, on request, show the officer's identification and provide the name of the municipality, the officers role and the purpose of the inspection.
 10. Where a contravention exists, the Bylaw Enforcement Officer may issue an Order to Remedy specifying actions to be taking and timing for compliance, including payment of specified fees for the specific contravention(s).
 11. The Bylaw Enforcement Officer shall issue Notice of Violations pursuant to The Summary Offences Procedure Act, 1990.
 12. Any person who believes that a Bylaw Enforcement Officer appointed under this Bylaw has acted inappropriately, unreasonably, negligently or in breach of this Bylaw may file a written complaint with the Chief Administrative Officer.
 - a) The complaint must be submitted within 30 days of the alleged incident and must include:
 - i) The name of the complainant and contact information;
 - ii) The name of the Bylaw Enforcement Officer (if known);
 - iii) A description of the alleged conduct or incident, including date, time and location;
 - iv) Any supporting evidence or documentation.
 - b) Upon receipt of the complaint the Chief Administrative Officer shall:
 - i) Acknowledge receipt in writing to the complainant and the officer within 7 calendar days;
 - ii) Provide the Bylaw Enforcement Officer an opportunity to respond to the allegations;
 - iii) Conduct or direct an investigation into the matter in accordance with the Municipality's polices and procedures.
 - c) The investigation may result in one or more of the following:
 - i) Dismissal of the complaint if found to be unfounded, frivolous or filed outside the time limit;
 - ii) Informal resolution such as mediation, training or corrective action, if appropriate;
 - iii) Formal disciplinary action against the Bylaw Enforcement Officer, up to and including suspension or removal of appointment if misconduct is proven.
 - d) Confidentiality of the complaint and the officer shall be maintained to the extent possible during the investigation, subject to the needs of fairness and due process.
 - e) Nothing in this section limits the complainant's right to seek external review where applicable.
 13. The Bylaw Enforcement Services Agreement is attached to this bylaw as Schedule "A".
 14. Bylaw 33-2024 is hereby repealed.
 15. This bylaw shall come into force and take effect on February 4, 2026





 Reeve


 Chief Administrative Officer

Read a third time and adopted
 this 4th day of February 2026


 Chief Administrative Officer