

Gourlay & Associates - Bylaw Enforcement Training Series Syllabus

Bylaw Enforcement Training – Module 1

In this module the instructor leads the students in a discussion regarding the scope of municipal authority to regulate activities and development on both public and private lands. Students are provided with a handout and reference manual where they can make notes for future reference. This module is applicable to Bylaw Enforcement Officers, Municipal Staff and Councilors. No prerequisite training or experience is required. This online module lasts 2 days.

- An Overview of Municipalities
- Municipalities Act – Authorizes municipalities to adopt and enforce bylaws
- A review of common bylaws and provincial offenses addressed in the Municipalities Act
- The Bylaw Enforcement Process – Authorities & Roles
- Summary Offenses Procedures Act (Use of provincial court and summons tickets to prosecute bylaws)
- Trespass to Property Act
- The Planning & Development Act – SPI's, OCP's, Zoning Bylaws
- Construction Codes Act
- Fire Protection Act
- All-Terrain Vehicles Act
- Snow Mobiles Act
- Golf Carts
- Other Recreational Vehicles

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Bylaw Enforcement Training – Module 2

This module the instructor utilizes photography, video and examples in the reference manual to review the procedures related to bylaw enforcement. It is applicable to Bylaw Enforcement Officers, Municipal Staff and Councilors. Prerequisite Bylaw Enforcement Module 1. Course durations 2 days.

- Bylaw enforcement procedures, roles and authorities
- Warnings, OTR's, Appeals
- Document Service, time limits
- Summary Offences Procedures Act – (Issuance and prosecution utilizing summons tickets and Notices of Violation)
- Registering an Interest on a Property
- Complaint Management
- Compliance reporting and tracking
- Inspections: warrants, evidence, vehicle registration verification, experts, documents, photos, body and dash cam operation
- Remediation: towing & Impounding, property clean ups, Police as peacekeepers agency forms
- Privacy Protection & Duty to Inform
- Occupational Health & Safety

Bylaw Enforcement Training – Module 3

Module 3 examines the effectiveness of a municipality's bylaw enforcement activities.

- Are the current bylaw enforcement activities working?
- How do you measure success?
- What improvements can we make?

This module explores common barriers and best practices related to bylaw enforcement initiatives. It is applicable to Bylaw Enforcement Officers, Municipal Staff and Councilors. Prerequisite Module 1 & 2. Course duration 1 day.