

# Bylaw Training Services – Series Outline

## **Bylaw Enforcement Training – Module 1**

In this module the instructor presents and discusses 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. Class duration is 2 days.

- An Overview of Municipalities
- Municipalities Act – Authorizes towns, villages, resort villages and rural municipalities to adopt and enforce bylaws
- Cities Act – Authorizes cities 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 that are enforced through fines)
- 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
- Sections of other acts applicable to municipalities
- Drafting bylaws

## **Bylaw Enforcement Training – Module 2**

In module 2, the instructor utilizes photography, video and examples from 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 Complaint Management
- Examples of bylaw contraventions
- Inspections / Collection & Custody of Evidence

## Bylaw Training Services – Series Outline

- Burden of Proof
- Rules of Evidence
- Warrants
- Property Lines
- Drainage
- Field Notes
- Video and Audio Recordings
- Vehicle registrations and documents
- Issuance of Warnings, Order to Remedy (OTR)
- Document Service
- Appeals
- Registering an Interest on a Property
- Common Defences
- Summary Offences - SOTI's, Notice of Violation
- Court Proceedings
- Privacy Protection & Duty to Inform
- Working with Police
- Occupational Health & Safety

### **Bylaw Enforcement Training – Module 3**

Module 3 explores how Bylaw Enforcement initiatives can be structured and managed for optimal effectiveness. It discusses common barriers and best practices related to bylaw enforcement programs. It is applicable to Bylaw Enforcement Officers, Municipal Staff and Councilors. Prerequisite Module 1 & 2. Course duration 1/2 day.