

# SMOKY LAKE COUNTY



<b>Title: Peace Officer: Annual Reporting</b>	<b>Policy No.: 11-09</b>
<b>Section: 02</b>	<b>Code: P-I</b>
<b>Page No.: 1 of 6</b>	

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<b>Legislation Reference:</b>	Peace Officer Ministerial Regulations Act
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<b>Purpose:</b>	To submit a written report to the Alberta Solicitor General on an annual basis on the Peace Officer Program.
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## Policy Statement and Guidelines:

### PREAMBLE

The annual report is a new requirement designed to facilitate communication with the Director of the Alberta Solicitor General.

The annual report includes areas such as the service provided, operational practices of the Peace Officer and enforcement related activities.

### ANNUAL REPORT

The Annual report must include:

1. The general nature of the services provided by the peace officer.
2. Operational practices of the peace officer.
3. Enforcement and enforcement-related activities of the peace officer.
4. Name of the agency contact person in a senior management position.
5. Statistical data required by the director.
6. An updated list of peace officers employed and their positions in the agency.

- The following format ***Schedule "A": Peace Officer Annual Report*** will be completed by January 31 each year and submit to the Director of Public Security Peace Officer Program.

	Date	Resolution Number
Approved	March 27, 2008	# 367-08 - Page # 8639
Amended	February 19, 2009	# 250-09 - Page # 8862
Amended	January 21, 2010	# 261-10 - Page # 9217
Amended	January 27, 2011	# 262-11 - Page # 9612
Amended	February 23, 2012	# 316-12 - Page # 9971
Amended	March 1, 2013	# 468-13 - Page # 10504
Amended	February 20, 2014	# 253-14 - Page # 11086
Amended	March 26, 2015	# 490-15 - Page # 11716
Amended	February 18, 2016	# 377-16 - Page # 12076



**SMOKY LAKE COUNTY**

**PEACE OFFICER PROGRAM**

**ENFORCEMENT SERVICES**

**ANNUAL REPORT  
2015**

Submit to:  
Tammy Spink  
Manager  
Public Security Peace Officer Program

<b>PEACE OFFICER: ANNUAL REPORT</b>	EMPLOYEE FILE NUMBER: APPOINTMENT NO: 12013
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**1. General Nature of the Services provided by the Peace Officer:**

**Program Overview:**

1. The Peace Officer is responsible for the enforcement and investigation of Municipal Bylaw and Provincial Statutes for Smoky Lake County.
  
2. As a Peace Officer, the overall duty is to protect and educate people and property; and to preserve and maintain the public peace.
  
3. The Peace Officer reports to the Smoky Lake County, Chief Administrative Officer (C.A.O.)

**2. Operational Practices of the Peace Officer:**

**Key Areas:**

- Ensuring public compliance with various County bylaws.
  
- Provide information and interpretation of Municipal bylaws and Provincial Statutes requirements to the Smoky Lake County residents and community groups.
  
- Develop and implement to educate on public awareness programs and maintain positive public relations.
  
- Conducts highly visible mobile patrols of the County for the purpose of preventing and detecting violations of Municipal Bylaws and selected Provincial statutes.

**PEACE OFFICER: Annual Report**

Page 2

**3. Enforcement and Enforcement-related activities of the Peace Officer:****ENFORCEMENT:****Responsibilities: Public Safety:**

3.1 As a Peace Officer appointed under the ***Peace Officer Act***, enforce the following Provincial Statutes and Regulations, including:

- The Animal Protection Act.
- The Dangerous Dogs Act.
- The Environmental Protection and Enhancement Act.
- The Fuel Tax Act.
- The Petty Trespass Act.
- The Provincial Offences Procedure Act.
- The Stray Animals Act.
- The Tobacco Reduction Act.
- The Traffic Safety Act.

3.2 As the Enforcement Officer appointed under the ***Municipal Government Act***, enforce Municipal Bylaws, Including:

- The Animal Control Bylaw.
- The Corridor Regulation Bylaw.
- The Land Use Bylaw.
- The Off Highway Vehicles Bylaw.
- The Parks Control Bylaw.
- The Fire Bylaw
- The Road Right Of Way Bylaw
- The Nuisance and Unsightly Premises Bylaw
- The Weight Restrictions For Vehicles Bylaw

3.3. In accordance with the ***Municipal Government Act***, the Bylaw Enforcement Officer is a Designated Officer. The Enforcement Officer time is to be equally divided between patrolling and enforcing.

## PEACE OFFICER: Annual Report

Page 3

### 3. Enforcement and Enforcement-related activities of the Peace Officer:

#### ENFORCEMENT-RELATED ACTIVITIES:

##### Enforcing Duties:

- 3.4
- Receiving complaints and inquires.
  - Investigation of complaints.
  - Advising responsible parties of infractions, and taking remedial actions and/or following enforcement procedures.
  - Advising responsible parties of infractions and laying of charges if founded.
  - Educating and/or prosecuting violators.
  - Conducts patrols of the trail systems, roads and hamlets within the corporate limits of Smoky Lake County.
  - Receives and documents evidence relating to investigation and ensures that continuity of such evidence is maintained, stored and destroyed accordance with Provincial County Regulations and/or County policies.
  - Prepares prosecutor information sheets and court briefs concerning a charge or ticket.

##### Other Duties:

- Assist R.C.M.P., as required.
- Prepare Monthly reports and distribute to Council, Chief Administrative Officer.
- Report at weekly Management meetings.
- To be familiar with the Policies of the Smoky Lake County and the mandate of the Peace Officer Program.
- Personnel conduct to enhance the image of Peace Officer in the Smoky Lake County.
- Attendance at conference and training programs that are pre-approved by the Chief Administrative Officer.
- Preparation and revision of Municipals Bylaws.
- Issue various letters of Permission and Permits relating to Municipal Bylaws.
- Participation with community interest groups as requested.
- Develop and/or take part in public awareness programs and maintain positive public relations.
- Conducts other related duties as required.

## PEACE OFFICER: Annual Report

Page 4

### 3. Enforcement and Enforcement-related activities of the Peace Officer:

#### ENFORCEMENT-RELATED ACTIVITIES: *Continued*

##### Working Relationship:

- To be accessible, approachable and helpful to the residents and public who require information or assistance.
- To establish and maintain a positive working relationship with Smoky Lake County employees.
- To continue and enhance communication to the Chief Administrative Officer to be informed on all Issues or concerns that could affect the Peace Officer Program.

##### Decision Making: Independence of Action:

- Works under minimal supervision while on patrol.
- Deals with the public in confrontational situations and must use own judgment to resolve them, based on instant decisions relating to knowledge of laws and regulations.

### 4. Name of the Agency Contact Person in a Senior Management Position:

Smoky Lake County: Cory Ollikka, Chief Administrative Officer  
 Box 310  
 4612 McDougall Drive Phone: 780-656-3730  
 Smoky Lake, Alberta Fax: 780-656-3768  
 T0A 3C0 E-Mail: [collikka@smokylakecounty.ab.ca](mailto:collikka@smokylakecounty.ab.ca)

### 5. Statistical Date Required by the Director:

Types of Incidents	2015
<b>Animal Control:</b>	<b>45</b>
<b>Unsanitary Premises:</b>	<b>2</b>
<b>Land Use Issues:</b>	<b>22</b>
<b>Road Right of Way:</b>	<b>12</b>
<b>Fire Issues:</b>	<b>1</b>
<b>Traffic Safety Issues:</b>	<b>6</b>
<b>TOTAL</b>	<b>88</b>

Combined complaints, written warnings, and violation tickets.

### 6. An updated List of Peace Officer Employed and their Position in the Agency:

**Name:** James E. English Phone: 780-656-3730  
**Title:** Peace Officer Fax: 780-656-3768  
**Agency:** Smoky Lake County Cellular: 780-650-5429  
**Address:** Box 310, 4612 McDougall Drive  
 Smoky Lake Alberta T0A 3C0 E-Mail: [eenglish@smokylakecounty.ab.ca](mailto:eenglish@smokylakecounty.ab.ca)