



# Staff Report

## By-law Enforcement

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**Report To:** COW\_Finance\_Admin\_Fire\_Community\_Services  
**Meeting Date:** April 29, 2024  
**Report Number:** FAF.24.058  
**Title:** Appointment of Municipal Law Enforcement Officers  
**Prepared by:** Emily Beauchamp, Administrative Assistant, By-law Services

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### A. Recommendations

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THAT Council receive Staff Report FAF.24.058, entitled “Appointment of Municipal Law Enforcement Officers”;

AND THAT Council enact a By-law to appoint Caitlynn Young and Alexandra Palka as Municipal Law Enforcement Officers for the purposes of enforcing the by-laws of the municipality.

### B. Overview

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This report requests that Council enact a By-law to appoint Caitlynn Young and Alexandra Palka as Municipal Law Enforcement Officers for the purposes of enforcing the by-laws of the municipality.

### C. Background

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Two seasonal Co-op Municipal Law Enforcement Officer (MLEO) positions were posted in early 2024 for the upcoming summer season. These positions were filled externally and employment of the successful candidates, Caitlynn Young and Alexandra Palka, commences on May 6, 2024.

### D. Analysis

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Council must approve the enactment of a By-law to authorize Caitlynn Young and Alexandra Palka to be able to enforce the By-laws of the municipality.

### E. Strategic Priorities

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#### 2. Organizational Excellence

We will continually seek out ways to improve the internal organization of Town Staff and the management of Town assets.

## **F. Environmental Impacts**

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N/A

## **G. Financial Impacts**

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N/A

## **H. In Consultation With**

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Jenn Whyte, Compensation and Benefits Administrator and Sarah Traynor, Manager of Human Resources

## **I. Public Engagement**

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The topic of this Staff Report has not been the subject of a Public Meeting and/or a Public Information Centre as neither a Public Meeting nor a Public Information Centre are required. However, any comments regarding this report should be submitted to Debbie Young, Interim Manager of By-law & Licensing [bylawadmin@thebluemountains.ca](mailto:bylawadmin@thebluemountains.ca).

## **J. Attached**

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1. Draft MLEO Appointment By-law

Respectfully submitted,

Emily Beauchamp  
Administrative Assistant, By-law Services

For more information, please contact:  
Debbie Young, Interim Manager of By-law & Licensing  
[bylawadmin@thebluemountains.ca](mailto:bylawadmin@thebluemountains.ca).  
519-599-3131 extension 242

### Report Approval Details

Document Title:	FAF.24.058 Appointment of Municipal Law Enforcement Officers.docx
Attachments:	- Att. 1 Being-a-By-Law-to-Appoint-a-Municipal-Law-Enforcement-Officers.pdf
Final Approval Date:	Apr 19, 2024

This report and all of its attachments were approved and signed as outlined below:

**Debbie Young - Apr 19, 2024 - 8:58 AM**

**Ryan Gibbons - Apr 19, 2024 - 8:59 AM**

## **The Corporation of the Town of The Blue Mountains**

### **By-Law Number 2024 –**

#### **Being a By-law to appoint a Municipal Law Enforcement Officer**

Whereas Section 11 of the Municipal Act, 2001, authorizes the council of a local municipality to enact by-laws respecting matters within its sphere of jurisdiction and refers to municipal law enforcement officers;

And Whereas Council of The Corporation of the Town of The Blue Mountains deems it expedient to enact a By-law to appoint a person as a Municipal Law Enforcement Officer to enforce the by-laws of the municipality;

And Whereas Council has received Staff Report FAF.24.058 “Appointment of Municipal Law Enforcement Officers”;

Now Therefore Council of The Corporation of the Town of The Blue Mountains hereby enacts as follows:

Caitlynn Young and Alexandra Palka are hereby appointed as Municipal Law Enforcement Officers to enforce the by-laws of the municipality effective May 13, 2024;

And Further that this By-law shall come into force and take effect upon the enactment thereof.

Enacted and passed this 13<sup>th</sup> day of May 2024

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Andrea Matrosovs, Mayor

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Corrina Giles, Town Clerk