



Staff Report

Community Services – By-law Enforcement

Report To: COW- Admin, Corp and Finance, SI, Comm. Services
Meeting Date: April 27, 2026
Report Number: CS.26.022
Title: Appointment of Seasonal Municipal Law Enforcement Officers
Prepared by: Debbie Young, Manager of By-law and Licensing

A. Recommendations

THAT Council receive Staff Report CS.26.022, entitled “Appointment of Municipal Law Enforcement Officers”;

AND THAT Council enacts a By-law to appoint Steven Mathewson and Ryan Sacerty as Municipal Law Enforcement Officers for the purposes of enforcing the by-laws of the municipality.

B. Overview

This report requests that Council enact a By-law to appoint Steven Mathewson and Ryan Sacerty as Municipal Law Enforcement Officers for the purposes of enforcing the by-laws of the municipality.

C. Background

Two student by-law officer positions were converted into two seasonal municipal law enforcement officers (MLEO) positions due to the difficulty in hiring students qualified for enforcement duties. Seasonal officers will primarily handle parking enforcement during peak periods and assist with other calls enhancing service and public compliance such as water and waste Administrative Monetary Penalties. With the approval of the budget, two seasonal municipal law enforcement officers (MLEO) positions were posted in early 2026 for the upcoming summer season. These positions were filled externally and employment of the successful candidates, Steven Mathewson and Ryan Sacerty, commences on May 11, 2026.

D. Analysis

To carry out the duties of a Municipal Law Enforcement Officer, the successful candidates must be formally appointed by Council through the enactment of an appointing by-law. Without the Council approved appointment, they don't have the legal authority to enforce the Town's by-laws, which would limit the Town's ability to provide consistent and timely compliance and enforcement services during the 2026 summer season.

The two seasonal MLEO positions were filled through an external recruitment process for the upcoming peak demand period. Their employment is scheduled to begin on May 11, 2026; therefore, approval of the appointing by-law is required in advance of their start date to ensure the Town can deploy the MLEO's immediately upon hire and maintain appropriate enforcement coverage.

Approval of the by-law supports operational continuity and aligns enforcement capacity with seasonal service pressures, including increased public activity and higher by-law service demand. These positions will allow the senior officers to focus on more complex investigations.

E. Strategic Priorities

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

N/A

G. Financial Impacts

The seasonal positions for the MLEO's will cost \$42,800 based on the council approved 2026 budget. The MELO's will be provided with a work cell phone, laptop, and uniform. The cost of this is included in the 2026 budget. These positions are proposed to have no impact on taxation and will be offset by parking revenue as well as AMP revenue for paid parking, water, waste and other by-law infractions.

H. In Consultation With

Bobbi-Jo Duff, By-law Supervisor

Ryan Gibbons, Director of Community Services

I. Public Engagement

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. Any comments regarding this report should be submitted to Debbie Young, Manager of By-law and Licensing, bylawadmin@thebluemountains.ca.

J. Attached

1. Draft MLEO Appointment By-law

Respectfully submitted,

Debbie Young
Manager of By-law and Licensing

For more information, please contact:
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Report Approval Details

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|----------------------|---|
| Document Title: | CS.26.022 Appointment of Municipal Law Enforcement Officers.docx |
| Attachments: | - Att. 1 Being-a-By-Law-to-Appoint-Municipal-Law-Enforcement-Officers.pdf |
| Final Approval Date: | Apr 16, 2026 |

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

Ryan Gibbons - Apr 16, 2026 - 4:49 PM