

BY-LAW OFFICER INFORMATION SHEET

\$48.00 per hour - yearly contract
\$51.00 per hour - seasonal contract

This includes a Commissionaire with vehicle (including mileage) acting on behalf of your jurisdiction to enforce by-laws, serve tickets, letters, etc. to the relative violating party. By-law service time also includes any special meetings and administration. By-law Officers receive Level 1 training through the Saskatchewan Association of Municipal Officers and also are certified in Emergency First Aid with CPR Level A and AED.

Enforcement generally includes:

- Nuisance, untidy yards/areas
- Parking issues
- Building permits/zoning by-laws
- Encroachments or any by-laws specific to your community
- School area patrolling at crucial times
- Observe and report moving traffic violations
- Assist with court preparation and/or attendance in court

*Carriers
Foam Lake
Wynyard*

Documentation required:

- Letter of appointment giving Commissionaires status in your jurisdiction to enforce by-laws
- Copy of council's motion providing Commissionaires with the authority to enforce by-laws
- Signed contract outlining by-laws to be enforced and cost of services
- Preparation of any letters, providing tickets

Start up kit/notes:

- Review current status of by-laws and update where required
- Advise residents that by-law enforcement is being instituted and process is being implemented
- Indicate availability to review by-laws – written or electronic
- Ensure all signage relating to by-laws is in place and up to date
- Work out transition period and rules of enforcement
- Create a supply of tickets and letters to be utilized
- Talk with neighboring communities to consider by-law wording similarity

Hourly rate includes travel time to and from Regina OR another major Commissionaire office point. We try to group communities to reduce travel costs.

We are prepared to work with you and your neighboring communities to tailor a program to meet your budget parameters.

Pricing effective 1 January 2019
Prices are reviewed annually

122 Albert Street•Regina SK•S4R 2N2
Phone: 306-757-0998 (24 hours)
Fax: 306-352-5494
Email: southsask@commissionaires.sk.ca
Web: www.commissionaires.sk.ca



www.facebook.com/commissionaires.sk.ca