



REVIEW OF AN ORDER TO REMEDY CONTRAVENTIONS

Policy Number:	26/158.01 2025 PO
Policy Review:	Every 3 Years or upon Legislative Change
Policy Owner (Dept.):	Enforcement Services
Reference(s):	Municipal Government Act, R.S.A. 2000, c M-26, Sections 545-549

1. PURPOSE OF POLICY

- 1.1. To provide a structured process for reviewing an Order to Remedy Contraventions, ensuring decisions are made in a consistent, fair, and timely manner while upholding municipal bylaws.

2. POLICY STATEMENT

- 2.1. The City of Lacombe is committed to ensuring a fair and transparent process for reviewing Orders to Remedy Contraventions issued under Sections 545-547 of the Municipal Government Act (MGA). This policy establishes a procedure for individuals seeking a Council review of such orders.

3. APPLICABILITY

- 3.1. Property owners, businesses, or individuals who have received an Order to Remedy Contraventions under Sections 545-547 of the MGA and seek a review by Council.
- 3.2. Council Members, who are responsible for reviewing such orders and making a decision.
- 3.3. Administration, including the Chief Administrative Officer (CAO) and designated staff, responsible for processing review requests, scheduling, and maintaining records
- 3.4. This Policy comes into effect upon approval of Council.

4. DEFINITIONS AND ABBREVIATIONS

- 4.1. **"Order to Remedy Contravention"** – A formal order issued by the municipality requiring corrective action for a bylaw or statutory violation under Sections 545-547 of the MGA.
- 4.2. **"Applicant"** – The individual or entity requesting a review of an Order to Remedy.
- 4.3. **"Council"** – The elected Council of the City of [Name] or a designated review body authorized to hear such requests.

5. ROLES AND RESPONSIBILITIES

- 5.1. Council
 - 5.1.1. Approve this Policy.

5.1.2. Conduct the review and issue a decision.

5.2. Chief Administrative Officer

5.2.1. Ensure compliance with this Policy.

5.2.2. Coordinate scheduling, notifications, and record-keeping.

5.3. Applicant

5.3.1. When requesting a review, provide all relevant information for Council to review.

5.3.2. Required to attend the review.

5.3.3. Understand that a review is not a court proceeding and no legal Counsel is required at the review.

5.3.4. If still affected by the Order following the review, may pursue an appeal to the Court of King's Bench under Section 548 of the MGA.

6. POLICY DETAILS

6.1. Request for Review

6.1.1. A person who has received an Order to Remedy Contraventions may request a Council review within 14 days under Section 545 of receiving the order or 7 days under Section 546 of receiving an order.

6.1.2. b) The request must be submitted in writing to the Chief Administrative Officer (CAO) and must include:

6.1.2.1. A copy of the Order

6.1.2.2. The reason for requesting a review

6.1.2.3. Any supporting documentation

6.2. Scheduling & Notification

6.2.1. Upon receiving a review request, Administration will:

6.2.1.1. Acknowledge receipt in writing within 7 days.

6.2.1.2. Schedule the review within 60 days.

6.2.1.3. Notify the applicant of the date, time, and location of the review.

6.3. Review Process

The review will be conducted in a public session unless confidentiality is required under legislation. The process will proceed as follows:

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- 6.3.1. Administration Presentation – The City provides background on the Order, the relevant bylaw, and the rationale for the Order.
- 6.3.2. Applicant Presentation – The applicant presents their case and any supporting evidence.
- 6.3.3. Council Discussion – Council may ask questions and seek clarification.
- 6.3.4. Deliberation & Decision – Council will deliberate and issue one of the following decisions:
 - 6.3.4.1. Confirm the Order as issued.
 - 6.3.4.2. Vary the Order with modifications.
 - 6.3.4.3. Substitute to Order with alternative options.
 - 6.3.4.4. Cancel the Order if deemed unnecessary or invalid.
- 6.3.5. The deliberation and decision may be made at the current meeting or deferred to a later date.

6.4. Decision & Communication

- 6.4.1. A written decision will be provided to the applicant within 30 days of the review.
- 6.4.2. Council’s decision is final, except where the applicant seeks judicial review.

6.5. Record-Keeping

- 6.5.1. The City will maintain records of all review requests, proceedings, and decisions for a minimum of 12 years.

7. END OF POLICY

Original Signed

Signature of Mayor

Original Signed

Signature of CAO

Approved by Council April 14, 2025

Date

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Date

POLICY RECORD

Approval and Amendment History

Date of Council Meeting	Council Motion Number	Description
April 14, 2025	25-162	Adoption of Policy

COUNCIL POLICY



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Review History

Date of Policy Owner's Review	Description/Action Taken or Required