

POSITION TITLE: BYLAW ENFORCEMENT OFFICER

Effective Date: April 2024

Position Type: Permanent Full-Time (CUPE 389)

Reports to: Chief Administrative Officer or designee

Positions Supervised: None

Wage: \$35.33 (current rates)

POSITION SUMMARY

Reporting to the CAO or designate, the Bylaw Enforcement Officer is responsible for enforcement of Village bylaws including but not limited to parking, zoning, parks usage, water restrictions, noise, nuisance, sign, building and unsightly premises. Work involves undertaking compliance duties from public education and outreach to monitoring, enforcement, review and processing bylaw notices, updating enforcement section of the Roker website as required, sending out reminder letters, sending delinquent notices to the collection's agency, and preparing and presenting Council reports outlining monthly and annual enforcement statistics and associated information. The Bylaw Compliance Officer exercises significant independent judgement and completes all investigations with initiative, diplomacy, tact, and political awareness.

OUR VALUES

- **Accountability** - we are individually and collectively transparent and take responsibility for our decisions and our actions.
- **Integrity** - we practice high standards of ethical conduct and open communication that inspire trust.
- **Respect** - we value people and treat everyone with dignity and fairness.
- **Service Excellence** - we strive to meet community needs and achieve high-quality results through teamwork, partnership, innovation and creativity.
- **Passion** - we approach our work with energy, conviction and enthusiasm.

KEY JOB DUTIES

- Perform bylaw compliance activities by responding to complaints against bylaws and establishing validity; conduct site inspections; complete investigations into alleged bylaw non-compliance; prepare and issue notification letters, violation tickets or other notices to violator(s); monitor stipulated timelines for compliance; and prepare recommendations respecting future actions.
- Respond to technical and public inquiries regarding interpretation of bylaws and any applicable policies, procedures and guidelines.
- Perform parking enforcement and other proactive compliance and enforcement duties in public spaces.
- Maintain documentation and files for each complaint or enforcement action, research background information and formulate recommendations for legal action or prepare reports to support legal action in court, prosecute disputed municipal tickets in court, serve legal documents to support bylaw compliance matters, and attend examination of discovery and court hearings as required.

- Identify, recommend, and prepare new bylaws or revisions to existing bylaws and assist other municipal departments in completing these activities.
- Liaise with the RCMP, Fire Department, and Public Works to support bylaw compliance issues.
- Prepare written reports regarding bylaw compliance matters.
- Perform all duties in accordance with WorkSafe BC safety regulations and municipal policies and procedures.
- Coordinate bylaw compliance activities with Parking and Parks Patroller and/ or part time bylaw compliance staff.
- Provides information, education and assistance to parks and hiking trail users. Also facilitates public outreach/ information resources and campaigns in relation to general bylaw related matters.
- Checks broken, damaged or dangerous park facilities and reports issues to the Public Works Manager or designee.
- Other related duties as required.

QUALIFICATIONS, KNOWLEDGE, SKILLS, AND ABILITIES

1. Minimum grade 12, Level 1 and 2 training from the Justice Institute of British Columbia in bylaw compliance, enforcement and investigation skills, defensive tactics training such as PPCT, IMIM or equivalent, and municipal experience. An equivalent combination of education and experience may be considered.
2. Valid Class 5 B.C. Driver's License.
3. Demonstratable working knowledge and understanding of bylaw enforcement under the *Community Charter* and *Local Government Act*.
4. Demonstratable knowledge of court documentation and legal notice requirements.
5. Demonstratable understanding and ability to interpret and apply bylaws, regulations, agreements and procedures to bylaw enforcement appropriately.
6. Demonstratable ability to communicate effectively in a wide variety of situations applying diplomacy and interpersonal skill to establish and maintain productive relationships.
7. Demonstratable initiative with minimum direction to complete tasks by removing barriers and locating necessary resources.
8. Demonstratable intermediate ability in the use of computer applications including the Microsoft Office suite.
9. Demonstratable attention to accuracy, completeness and timeliness in tasks, approaching work in a disciplined and orderly fashion.
10. Demonstratable high level of focus on internal and external public service, continuously seeking ways to meet and exceed expectations.
11. Demonstratable ability to work cooperatively within a team and with municipal employees, stakeholders and partners to achieve optimal results.
12. Demonstrates valuing diversity.
13. Ability to successfully clear a Police Information Check (PIC).

HOURS OF WORK

40 hours per week in a flexible schedule that may include evenings, weekends and statutory holidays.

JOB PROVISIONS

- Might be required to provide with own reliable vehicle (mileage reimbursed) and will be required to apply magnetised Bylaw Enforcement Signage during the working period.

Please submit your resume and cover letter electronically to the attention of:

Village of Lions Bay
Ross Blackwell, CAO
PO Box 141, 400 Centre Road
Lions Bay, BC, V0N 2E0

Email: office@lionsbay.ca

We want to thank all applicants; however only those chosen for an interview will be contacted.