

Property Use Coordinator (Bylaw Enforcement Officer)

DEPARTMENT:	Development Services	STATUS:	Temporary Full Time (1 year)
NO. OF POSITIONS:	1	UNION:	CUPE, Local 387
HOURS OF WORK:	35 hours per week	SALARY:	\$40.76 - \$48.07 per hour (2024 rates) + comprehensive benefits package

As a central hub in the Metro Vancouver area, the City of New Westminster delivers a broad spectrum of urban services to over 85,000 residents. New Westminster is rich in history with a viable and thriving economy and has a population representative of the diversity of the region. The City is staffed by talented and dedicated employees who work together to achieve its strategic vision. We have earned a proud reputation for civic leadership, service delivery, and outstanding employee relations.

We are currently looking for a temporary full time Property Use Coordinator (Bylaw Officer) to join the Integrated Services team. This is an administrative, inspectional and regulatory position for the purpose of gaining compliance with City bylaws related to property use, and other matters. You will assist in overseeing bylaw enforcement for the City; coordinating investigations; assisting other departments in enforcement matters; liaising with a variety of internal and external contacts; drafting new bylaws and amending existing bylaws and assisting in the City’s response to emerging issues when appropriate. Officers performing this work do *not* wear uniforms and are required to exercise considerable independent judgement, action, tact and diplomacy within policy, bylaw and regulation limits.

Requirements:

- Post-secondary education in a related field (e.g. public administration, criminology, psychology), and a minimum of 2 years’ experience directly related to enforcement of property use bylaws is preferred.
- Education in mediation, negotiating, conflict resolution and/or leadership would be considered an asset.
- Considerable knowledge of the bylaws and regulations related to noise, unsightly premises, business licenses, light intrusion, controlled substances and property use.
- Ability to exercise good judgement and take a tactful and impartial approach to bylaw enforcement employing principles of administrative fairness and using problem solving skills and progressive enforcement to gain compliance.
- Ability to explain and interpret bylaws and regulations, to liaise with a variety of internal and external contacts, and to employ contemporary service excellence principles.
- Exceptional investigative and evidence gathering skills and ability to record accurate, thorough and succinct notes.
- Ability to prepare concise and factual reports, Orders, recommend remedial action, issue bylaw notices and prepare cases, represent the City in adjudication proceedings, and to draft new and amended bylaws all within established timelines.
- Excellent organizational skills and caseload management skills and an ability to prioritize a high volume caseload with complex files in an ever changing environment.
- Exceptional written communication skills and experience issuing compliance Orders and enforcement tickets, preparing reports, and drafting new and amended bylaws all within established timelines.
- Exceptional verbal communication skills and experience explaining and interpreting bylaws and presenting evidence in adjudications or formal hearings.
- Valid BC Driver’s License.
- Ability to successfully pass and maintain a Police Information Check including Vulnerable Sector.

****Must be able to occasionally work a non-standard schedule, evenings and weekends.***

Please apply with your cover letter and resume in one document at www.newwestcity.ca/employment by **November 14, 2025**.

We offer our employees great work-life balance, competitive salaries, comprehensive health, benefit and retirement plans (a percentage in lieu of benefits for auxiliary positions), education and training opportunities and challenging and rewarding work.

Join a team of enthusiastic and innovative employees, and help us build a vibrant, compassionate, resilient city where everyone can thrive.

To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest.

New Westminster is on the unceded and unsundered land of the Halq'eméylem-speaking peoples. It is acknowledged by the City that colonialism has made invisible their histories and connections to the land.

We are learning and building relationships with the people whose lands we are on.

We thank all applicants for their interest and advise that only those selected for an interview will be contacted.

This position is only open to those legally entitled to work in Canada.