
POSITION TITLE: BYLAW ENFORCEMENT OFFICER

Effective Date: April 2024

Position Type: Permanent Full-Time

Reports to: Chief Administrative Officer or designee

Positions Supervised: None

Wage: \$35.32, plus applicable benefits (2024 CUPE Agreement)

POSITION SUMMARY

Reporting to the CAO or designate, the Bylaw Enforcement Officer is responsible for enforcement of Municipal bylaws including but not limited to parking, zoning, parks usage, water restrictions, noise, nuisance, sign, and unsightly premises. Work involves undertaking compliance duties from public education and outreach to monitoring, enforcement, review and processing bylaw notices, updating enforcement/ ticketing data 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 Enforcement 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 Director of Operations 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 PROVISOS

- 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.

Bylaw Enforcement Officer (F/T)

Village of Lions Bay, BC

The Village of Lions Bay is seeking a skilled and community-minded Bylaw Enforcement Officer to join our small, dedicated municipal team. Located along the Sea-to-Sky corridor between Vancouver and Squamish, Lions Bay is a close-knit coastal community known for its natural beauty, engaged residents, and commitment to environmental stewardship. This is an excellent opportunity for a bylaw professional who values meaningful work, autonomy, and a supportive team environment.

Position Summary

Reporting to the CAO or designate, the Bylaw Enforcement Officer is responsible for enforcing a range of municipal bylaws including parking, zoning, parks usage, water restrictions, noise, nuisance, signage, and unsightly premises. The role includes public education, compliance monitoring, enforcement, processing of bylaw notices, data management, and preparation of monthly and annual Council reports. The position requires sound judgement, professionalism, diplomacy, and political awareness.

Key Responsibilities

- Respond to bylaw complaints, conduct site inspections, and complete investigations.
- Issue notification letters, violation tickets, and other compliance notices; monitor timelines and recommend next steps.
- Provide interpretation of bylaws, policies, and procedures to the public and internal staff.
- Conduct parking enforcement and proactive patrols in public spaces.
- Maintain detailed documentation and prepare reports to support legal action; prosecute disputed tickets in court and serve legal documents.
- Recommend updates to bylaws and assist with drafting new bylaws.
- Liaise with RCMP, Fire, and Public Works on compliance matters.
- Support public outreach and education campaigns related to bylaw issues.
- Assist park and trail users; report damaged or unsafe park facilities.
- Coordinate activities with part-time bylaw and parks/parking staff.
- Perform duties in accordance with WorkSafeBC and municipal policies.
- Other related duties as assigned.

Qualifications

- Grade 12 plus JIBC Bylaw Compliance, Enforcement & Investigative Skills Level 1 and 2; defensive tactics training (PPCT, IMIM, or equivalent); municipal experience.
- Valid Class 5 BC Driver's Licence.
- Knowledge of the *Community Charter*, *Local Government Act*, and bylaw enforcement processes.
- Understanding of court documentation and legal notice requirements.
- Strong communication, conflict-resolution, and interpersonal skills.
- Ability to work independently with initiative and sound judgement.
- Intermediate proficiency with Microsoft Office.
- Strong attention to detail, accuracy, and timeliness.
- Commitment to high-quality public service and teamwork.
- Ability to work effectively with diverse individuals and groups.
- Ability to pass a Police Information Check.

Hours of Work

Full-time, **40 hours per week**, with a flexible schedule that may include evenings, weekends, and statutory holidays.

Why Join Lions Bay

- Work in one of BC's most scenic municipalities.
- Be part of a small, collaborative team where your work has visible impact.
- Enjoy a role with variety, autonomy, and meaningful community engagement.

How to Apply

Please submit your résumé and cover letter to:

Village of Lions Bay Email: cao@lionsbay.ca

Subject: **Bylaw Enforcement Officer Application**

Applications will remain open until the position is filled.