
Senior Bylaw Officer

DEPARTMENT:	Community Services	STATUS:	Regular Full Time
NO. OF POSITIONS:	One	UNION:	CUPE, Local 387
HOURS OF WORK:	35 hours/week	SALARY:	\$45.48 to \$53.70 per hour + 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 92,000 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're looking for a skilled, collaborative and community-focused professional to join our Bylaw Services team. As a Senior Bylaw Officer, you'll take a lead role in managing complex, high-impact files, balancing enforcement with education to achieve compliance and support a vibrant, compassionate, resilient city where everyone can thrive. Reporting to the Manager of Bylaw Services, you'll apply your expertise in inspection, investigation, and regulatory processes to address a wide range of property use, tenant support and municipal bylaw matters. This is a non-uniform position that requires considerable independent judgment, strong communication skills, and a collaborative, solutions-oriented approach to enforcement.

Key responsibilities include:

- Investigating, assessing and resolving complaints, inquiries, and enforcement matters related to municipal bylaws, including Unsightly Premises, Business Regulations and Licensing (Rental Units), Business Licensing, Zoning, Building, Noise and Construction Noise, and specific functional areas such as tenant support and safety, public works, environmental, and nuisance abatement.
- Conducting complaint-based and pro-active inspections for compliance with bylaw requirements.
- Leading and coordinating multi-department inspections, including joint enforcement initiatives.
- Interpreting and communicating bylaws and regulations, providing clear guidance and support to internal teams, residents, businesses, and partner agencies.
- Gathering, analyzing, and maintaining evidence to support enforcement actions; developing strategies for complex or unusual cases; preparing documentation for legal proceedings; and appearing in court as a witness when required.
- Providing work direction, guidance, mentoring and training to subordinate positions as required.
- Administering the Bylaw Offence Notice Program/Municipal Ticketing Information Program, including issuing tickets, tracking outcomes, and supporting compliance.
- Researching, developing, and drafting new bylaws and amendments to existing bylaws.
- Conducting research and preparing a variety of reports, briefing materials, and Council reports; presenting recommendations and information to Council
- Performing other related duties and responsibilities as assigned.

**Requirements:**

- Completion of two years post-secondary education in a related field, and the Bylaw Compliance, Enforcement and Investigative Skills Level 1 & 2 plus considerable experience in bylaw inspection and enforcement work; or an equivalent combination of training and experience.
- Completion of a diploma or degree in a related field is considered an asset.
- Completion of courses related to the BC Building Code is considered an asset.
- Considerable knowledge of municipal bylaws, regulations, policies, and applicable legislation, including a strong understanding of investigative practices, court procedures, evidentiary requirements, and enforcement processes.
- Demonstrated ability to investigate, assess, and resolve complex and sensitive bylaw matters involving multiple interest holders, departments, and regulatory issues, while exercising sound judgment, tact, diplomacy, impartiality, and professionalism.
- Demonstrated ability to coordinate enforcement activities, develop and implement compliance strategies, and effectively manage a diverse caseload in a dynamic and evolving environment.
- Strong investigative, analytical, and problem-solving skills, including the ability to gather, assess, document, and maintain accurate evidence, records, and case files.
- Excellent written and verbal communication skills, including the ability to prepare compliance orders, enforcement notices, correspondence, reports, Council reports, and bylaw amendments, and to present information and evidence to the public, Council, legal counsel, adjudicators, and the courts.
- Demonstrated ability to build collaborative working relationships with internal and external interest holders, including legal counsel, regulatory agencies, community partners, and vulnerable populations.
- Demonstrated ability to provide leadership, work direction, coaching, mentorship, and training to staff, and to make recommendations regarding work methods, procedures, and enforcement approaches.
- Ability to assess and identify risks to life and safety and respond appropriately in accordance with established protocols.
- Ability to obtain additional training and/or certification as required.
- Valid Driver's Licence for the Province of B.C.
- Ability to work non-standard hours including evenings, weekends, and statutory holidays.
- Ability to pass and maintain a satisfactory Police Information Check – Vulnerable Sector.

Apply online with your resume and cover letter in one document at www.newwestcity.ca/employment by Aug 12, 2026.

We offer our employees great work-life balance, including competitive salaries, comprehensive health and wellness benefits and retirement plans (a percentage in lieu of benefits for auxiliary positions). We also offer a hybrid remote work schedule in accordance with our Remote Work Policy, opportunities for education and training, and engaging, rewarding work.

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.