

BYLAW OFFICER II

REPORTS TO: Senior Bylaw Officer	DATE: April 2023
APPROVED BY: GM, Planning & Development	LOCATION: Field Road, Various Locations
EXEMPT (Y/N): No	DIVISION: Protective Services
SALARY LEVEL: 1-15 (under review)	DEPARTMENT: Planning and Development Services
<i>Replaces: New</i>	<i>Date: n/a</i>

SUMMARY:

Under the supervision of the Senior Bylaw Officer, is responsible for addressing a variety of highly complex bylaw files that include, but are not limited to, Riparian, Development Permit, Zoning infractions, and water conservation, along with guiding, motivating, developing, and providing leadership to divisional staff, coordinating and conducting investigations, assisting with bylaw interpretation and enforcement related matters, liaising with a variety of internal and external contacts, assisting in the review and amendment of bylaws, and by conducting patrols throughout the region, enforcing the SCRD's bylaws, evidence gathering, inspections and the preparation of documents necessary to the efficient enforcement of a number of enactments.

KEY RESPONSIBILITIES *include:*

1. Ensures appropriate responses are addressed arising from enquiries and complaints from businesses, the public and other departments regarding applicable bylaws.
2. Oversees the investigation of reported infractions and complaints including conducting on-site inspections of businesses and private properties to verify compliance with applicable bylaws.
3. Ensures that bylaw files are handled in a safe and practical manner with appropriate tact, diplomacy, and consideration.
4. Reviews and assesses files, recommends legal action, prepares, and assembles documentation for legal proceedings and/or reports, liaises with legal counsel on file progress and appears in court and at adjudication hearings as required.
5. Represents the Bylaw Enforcement division in various internal and external meetings, including those with the general public, providing interpretation, explanation and advice on related matters.
6. Establishes and maintains cooperative networks with other departments and external agencies such as the SPCA, RCMP, MOTI, and other local government contacts in support of a collaborative approach to the enforcement of regulations and bylaws.
7. Assists the Manager, Protective Services and Senior Bylaw Officer in the review, amendment and development of policies, bylaws, and associated work methods and procedures.
8. Prepares a variety of reports and correspondence as required including the compilation of inventory lists and statistical data.
9. Assists the Senior Bylaw Officer by providing guidance, direction, and training to divisional staff as necessary.
10. Investigates complaints and enforces the SCRD Dog Regulation and Impounding Bylaw in order to ensure the safety and peace of the general public and the well-being of the dogs.

TYPICAL ACTIVITIES *include:*

1. Responds to written complaints or enquiries from the public and staff, providing information about

obligations and regulations to promote compliance and documents and writes letters and field reports for assigned complaints and issues.

2. Makes site inspections to establish the validity of the complaint, obtains all relevant background material, checks zoning and BC Assessment information.
3. Makes regular patrols for bylaw infractions, issues warnings or writes and serves Municipal Ticket Information (M.T.I.) and Bylaw Enforcement Notices for the party or parties involved to correct the non-compliance, and posts stop work orders on construction without building permits.
4. Assists the Senior Bylaw Enforcement Officer with the development of policy and procedures, incorporating best practices in industry standards.
5. Compiles applicable information, and assists the Senior Bylaw Officer with preparing, and presenting reports to the SCRD Board and/or representing key files on behalf of the division.
6. Contributes statistics for the Division and for the Planning and Development Department on zoning bylaw enforcement issues, annual reports, and other such data as deemed necessary.
7. Attends court proceedings, signs affidavits, and prepares background case information for Crown Counsel or Regional District solicitors on associated legal matters.
8. Receives and responds to queries and complaints from members of the public and other agencies concerning violations of the SCRD Dog Regulation and Impounding Bylaw or the Kennel Bylaw.
9. Catches and transports vicious and stray dogs to the SCRD impound.
10. Performs related work, as required.

QUALIFICATIONS, EDUCATION AND EXPERIENCE

- Completion of Grade 12 or equivalent.
- Completion of a post-secondary Diploma in a relevant discipline, supplemented by completion of Bylaw Enforcement Levels 1 and 2 through a recognized institution (i.e. Justice Institute of BC).
- Minimum of three (3) years of experience in a bylaw enforcement role, preferably including a minimum of one (1) year of supervisory experience.
- Valid Class 5 BC driver's licence.
- Successful completion of a course in animal control and handling is preferred.
- An equivalent combination of education and experience may be considered.

OTHER SKILLS/KNOWLEDGE/INFORMATION

- Working knowledge of the Criminal Justice System and Municipal bylaws and policies.
- Proficient with the Microsoft Office Suite and able to handle data accurately and effectively in accordance with best practices in records management.
- Ability to supervise and provide guidance and development of divisional staff and positively contribute to a teamwork environment.
- Working knowledge of the methods and equipment used in the care and handling of dangerous and stray animals and a demonstrated ability to handle these animals.
- Proven ability to analyze, comprehend, and interpret laws and regulations from an enforcement perspective.
- Demonstrates sound judgment and decision-making ability, employing appropriate tact and diplomacy in sensitive situations.
- Strong ability to effectively manage conflict situations, through the utilization of excellent verbal and written communication skills including active listening.
- May be required to work evenings and weekends in conjunction with a divisional approach to staffing, particularly in peak periods.