

## Job Description

## Bylaw Enforcement Officer

### POSITION SYNOPSIS AND PURPOSE

(A position overview and how it aligns with corporate strategies)



The Bylaw Enforcement Officer is responsible for upholding and enforcing municipal bylaws in a fair, transparent and consistent manner to ensure a safe, healthy and orderly community. This role involves investigating complaints, conducting inspections and taking necessary enforcement actions related to various municipal bylaws, including those concerning dangerous and unsightly properties, noise, parking and public nuisances.

The Bylaw Enforcement Officer plays a crucial role in educating the public about municipal bylaws and promoting voluntary compliance. They work closely with other municipal departments, law enforcement and the community to address issues promptly and fairly. Through consistent and impartial enforcement of bylaws, the Bylaw Enforcement Officer contributes to the Municipality's goal of maintaining a high quality of life and ensuring that the community remains a safe and welcoming place for all residents and visitors.

### MAJOR RESPONSIBILITIES

(Position activities and allocation of time spent doing each activity)



Description	Approximate Time Spent (%)
<p><b>Bylaw Program Administration</b></p> <ul style="list-style-type: none"> <li>• Administer the dog control program, including registration, database maintenance, fee collection, handling dogs running at large and managing the dog pound. Issue tickets for violations.</li> <li>• Oversee designated municipal parking lots and parking meters, including coin collection, maintenance, repairs and the issuance of parking tickets for non-compliance.</li> <li>• Manage the issuance of taxi owner and driver licenses, as well as vending permits for Municipal property, ensuring compliance with bylaws.</li> </ul>	<p>30%</p>

Description	Approximate Time Spent (%)
<p><b>Regulatory Compliance and Enforcement</b></p> <ul style="list-style-type: none"> <li>• Enforce municipal bylaws pursuant to the <i>Municipal Government Act</i> and other applicable provincial statutes.</li> <li>• Investigate complaints about dangerous or unsightly premises, work with property owners on remediation and issue administrative orders as needed.</li> <li>• Investigate illegal dumpsites, issue cleanup orders and enforce compliance with solid waste bylaws through ticket issuance.</li> </ul>	35%
<p><b>Meetings and Liaison</b></p> <ul style="list-style-type: none"> <li>• Participate in municipal committees and meetings with Council and other municipal departments on bylaw enforcement matters.</li> <li>• Liaise with other government departments and agencies related to law/bylaw enforcement matters.</li> <li>• Engage in training and research to stay updated on municipal bylaw matters.</li> </ul>	10%
<p><b>Public Outreach and Education</b></p> <ul style="list-style-type: none"> <li>• Work with the Communications Coordinator to create brochures, pamphlets and advertisements to inform residents and businesses about municipal bylaws.</li> <li>• Provide information to residents and businesses regarding municipal bylaws.</li> </ul>	5%
<p><b>Legislative Compliance and Reporting</b></p> <ul style="list-style-type: none"> <li>• Monitor legislative changes impacting municipal bylaws and recommend changes to the Director of Planning and Development.</li> <li>• Prepare reports, position papers and maintain comprehensive files for all investigations.</li> <li>• Maintain eligibility and designation as a Special Constable under the <i>Police Act</i>.</li> </ul>	15%

**\*Note:** All activities are expected to be performed in a safe manner, in accordance with the *Occupational Health and Safety Act* and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.

## MINIMUM QUALIFICATIONS



### Education (degree/diploma/certifications)

- A degree in criminology, diploma in criminology or policing services, or be a graduate of the Atlantic Police Academy or RCMP depot, or similar education. Additional training in dispute resolution / management would be considered an asset.

### Experience

- Minimum two years' experience in an enforcement environment interpreting and applying by-laws / regulations, conducting investigations and ensure regulatory compliance. Municipal experience would be considered an asset.

### Knowledge/Skill/Ability

- Highly motivated.
- Exceptional interpersonal and written communication skills.
- High degree of tact.

## WORK CONDITIONS



### Work Demands

#### This position spends approximately:

- [25]% of the time indoors
- [50]% of the time outdoors
- [25]% of the time driving a vehicle during work

#### Physical effort:

- Sitting for long periods of time
- Occasional periods of heavy lifting (ie. parking meter coin, dogs)
- Regular periods of continuous computer usage
- Frequent offsite site visits
- Frequent travel within the Municipality

#### Mental effort:

- Complex problem solving / dispute resolution
- Multitasking and managing competing priorities

**Hours of work:**

- Regular office hours with the ability to work some evenings and weekends depending on needs

**Work Location:**

- On-site (100% of work performed on-site)
- Hybrid (Combination of on-site and remote work)
- Mostly Remote (Most time spent working remotely with limited time spent in the office)

Note: Mostly remote positions are required to attend regularly scheduled team meetings, training and collaboration opportunities on-site. Appropriate notice will be provided.



**Independent Decision Making:**

- Frequent independent decision making.

**Financials and Budget:**

- Provides input.

**Confidential Information:**

- Access to confidential information as it relates to property ownership data, and personal information respecting complaints of bylaw violations.

**Creativity and Ingenuity:**

- Relatively low degree required for this position.

**Leadership, Supervision and Functional Advice**

**Employees this role manages or supervises:**

- Not applicable.

**Functional advice this role may provide and to whom it is provided:**

- Provides information and expertise to residents, developers, contractors, other municipal departments and Council regarding municipal bylaws and regulations.

**POSITION CLASSIFICATION**  
(Where this position fits)



<b>Position Title:</b> Bylaw Enforcement Officer	<b>Division:</b>
<b>Department:</b> Land Use	<b>Classification:</b>
<b>Positions Supervised Directly:</b>	<b>Reports to (Direct):</b> Director of Land Use
<b>Salary Grade:</b> 5	<b>Positions Supervised Indirectly:</b>
<b>Hours per week:</b> Regular business hours	<b>Work Location:</b> Administrative Office and considerable time spent in the community
<b>Effective Date:</b> September 25, 2018 (1 <sup>st</sup> revision: September 8, 2024)	<b>Current Revision Date:</b> May 20, 2026

**Organizational Chart**

The reporting relationship of this position to others within the immediate department.

