



MUNICIPAL POLICY HANDBOOK

CODE NUMBER: 1057

CATEGORY: Management & Organizational
Functions

ROLE DESCRIPTION – BYLAW OFFICER

Reporting to the County Clerk, the Bylaw Officer will be responsible to enforce Bylaws of the County as specifically directed by the County Clerk or the County Manager. The primary objective will be to achieve compliance with bylaw requirements, utilizing education, encouragement, explanation, and if required, violation tickets.

Duties Will Include:

- responding to complaints as assigned or directed by the County Clerk or his designate.
- discussing bylaw requirements with the people involved and attempt to reach an understanding and obtain voluntary compliance with the bylaw.
- enforce bylaws by issuing orders to correct problems such as unsightly property
- correct problems when orders are not obeyed by arranging for required work to be done and invoicing the property owner.
- enforce bylaws by issuing violation tickets, traffic tags or summonses and subpoenas, and prepare related legal documents.
- keep records and provide monthly reports to the County Clerk.
- use specialized equipment related to specific bylaws (for example, weights and measures noise level instruments, auto samplers for taking chemical samples).
- investigate bylaw offences to prepare for court proceedings.
- appear in court and give testimony related to the prosecution of bylaw offenders.

Educational Requirements:

- At least a high school diploma.
- Up to two years of related experience.
- A working knowledge of the provincial court system.
- Knowledge of proper investigative and interviewing techniques.
- A valid driver's license with a clean driving record.
- A current Standard First Aid certificate.
- Computer skills for inputting and retrieving data.

Effective

Policy Date: 05/04/12

Reference: #08-612, #05-152

Revision 08/10/14
