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| **Job Title:**Seasonal Bylaw Compliance Officer | **Pay Grade:**8 |
| **Department:**Bylaw Compliance | **Reports To:**Senior Manager of Building and Bylaw Compliance  |
| **JJE Maintenance Date:**2028 | **Content Last****Updated:**2024 | **Position(s) supervised:**N/A |

## **JOB SUMMARY**

The Seasonal Bylaw Compliance Officer investigates complaints of infractions of Comox Valley Regional District (CVRD) bylaws and regulations, and undertakes appropriate actions to ensure compliance. A key function of this role is to act as a consistent presence and resource for the general public within CVRD parks during the summer months, with an emphasis on public education.

##### **MAJOR DUTIES AND RESPONSIBILITIES**

1. Responds to and investigates complaints of alleged infractions of CVRD regulatory bylaws.
2. Carries out regular patrols of CVRD parks and explains CVRD bylaws to the general public from an education focus.
3. Ensures bylaw compliance in accordance with Bylaw Enforcement Policy and Procedures including voluntary compliance, and warning and offence tickets pursuant to the Municipal Ticket Information (MTI) bylaw and the preparation and service of affidavits for Long Form Prosecutions, etc.
4. Issuing specialized tickets through the bylaw adjudication system, tracking and providing evidence to a court appointed adjudicator.
5. Conducts site inspections, collects and maintains evidence, and attends court hearings as required. Compiles information for departmental reports.
6. Documents information and maintains database on all written complaints within established timelines (e.g., 24 hours of compliance action being taken).
7. Prepares correspondence to complainants, alleged offenders, and public and government agencies as required.
8. Gains compliance with CVRD bylaws through education, issuance of warning and offence tickets pursuant to the Municipal Ticket Information bylaw in consultation with CVRD Bylaw Compliance Officers and the Manager of Bylaw Compliance.
9. Prepare and present detailed disclosure packages to alleged offenders on all disputed MTI’s to obtain compliance and/or payment of fines outside of court.
10. Prosecutes MTIs in Provincial Court as required
11. Prepares reports for management on complaint files that require CVRD board consideration regarding legal action.
12. Under the direction of the Senior Manager, provides advice on interpretation of CVRD regulatory bylaws and policies.
13. Liaises with agencies to collect information and respond to requests for assistance with investigation of compliance issues.
14. Administers any remedial work directly undertaken by CVRD, including recovery of costs from property owner.
15. Recommends to the Senior Manager amendments to bylaw compliance-related bylaws, policies and procedures as required.
16. Undertakes other assigned duties as required.

REQUIRED EDUCATION AND EXPERIENCE

* Grade 12 or equivalent
* Completion of over one and up to two years post-secondary program in bylaw enforcement, investigation, or mediation.
* Over three years and up to and including four years of directly related experience in the enforcement of municipal bylaws, or combination of training and experience in other investigative and/or enforcement fields
* Equivalent combination of education and experience may be considered.

**REQUIRED LICENCES, CERTIFICATES AND REGISTRATIONS** *(required* *for acceptance into the job or to be acquired in first six months of being in the job)*

* JIBC Bylaw Enforcement and Investigation Certificate – Level 1 and 2
* JIBC courses in prosecuting provincial tickets
* Valid BC Class 5 driver’s license with clean abstract

**PREFERRED QUALIFICATIONS**

* Local government certificate
* Certification in processing provincial tickets
* Certification in conflict resolution or de-escalating hostility

**KNOWLEDGE, ABILITIES AND SKILLS** *(required for acceptance into the job or to be demonstrated in first six months of being in the job)*

* Knowledge of provincial statutes including the *Local Government Act*, *Bylaw Notice Enforcement Act*, the *Community Charter*, *Freedom of Information and Protection of Privacy Act*, local government bylaws, and contract and municipal law, and the court system in BC
* Knowledge of enforcement options and limitations relevant to regional districts as well as a working knowledge of related criminal code offences
* Ability to investigate, assemble and secure evidence and documentation for presentation of evidence in Provincial Court and BC Supreme Court
* Knowledge of Land Use software (for example: iMap)
* Ability to research and interpret case law and legal action files
* Knowledge of relevant planning department policies and procedures
* Knowledge of safety procedures and safe workplace practices related to the work, specifically how to safely approach and enter properties with alleged bylaw infractions and potentially hostile individuals
* Ability to communicate and relate to others effectively both orally and in writing
* Communication, interpersonal, organizational, analytical and problem solving skills
* Knowledge of computer applications and software applicable to the work
* Ability to deal with potential verbal and physical abuse in a highly agitated environment, including the ability to stay calm in these situations and communicate with other staff, follow direction and safely operate the bylaw vehicle.
* A working knowledge of scenario based negotiations and the ability to produce a written script and plan an approach with the use of props so that compliance can be obtained without going through the court process.
* Demonstrated intermediate level skills with Microsoft Office Suite, with emphasis on spreadsheets and word processing. Strong utilization skills with Adobe Acrobat, web utilization skills and SharePoint applications

## **SIGNATURE**

I have read and understand this job description:

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Employee’s Name (Print) Employee’s Signature Date