

BYLAW ENFORCEMENT OFFICER POSITION DESCRIPTION

PURPOSE OF THE POSITION

The Bylaw Enforcement Officer is responsible for enforcing bylaws which Council has authorized, through the Bylaw Enforcement Officer Bylaw.

SCOPE

Reporting to the General Manager- Operations, the Bylaw Enforcement Officer is part of the corporate team committed to customer service for external customers and internal staff.

RESPONSIBILITIES

Notwithstanding anything hereinafter contained with the description of responsibilities of the Bylaw Enforcement Officer, the Bylaw Enforcement Officer shall have, in understanding his or her duties and responsibilities pursuant to the Bylaw Enforcement Officer Bylaw and any other applicable Town bylaw, the unfettered discretion acting reasonably, to determine the appropriate response to any complaint or observed infraction, including the determination of whether a response is warranted. Where a response is warranted, the Bylaw Enforcement Officer shall have discretion to determine the level and formality of response required, including the issuance of verbal or written warnings, the issuance of violation tags or violation tickets and the commencement of Provincial Court prosecutions, or the issuance of Orders pursuant to Section 545 or 546 of the *Municipal Government Act*, as applicable.

General Provisions

- Establish standards of uniform, insignia and identification for Bylaw Enforcement Officers
- Respond to and investigate complaints
- Conduct routine patrols, both as part of daily routine and as needed basis. Including evening or weekend rotation
- Issue notices, tickets, or tags
- Assist in the prosecution of bylaw contraventions including gathering of evidence, preservation of evidence and appearances in court to provide evidence
- Liaise with the Municipality's solicitors and the R.C.M.P.
- Mediate various issues between complainant and defendant where required
- Maintain a comprehensive log and file system for all actions associated with responses and investigations
- Communicate with Corporate Services personnel relative to impound actions and the resulting collection of fines/fees

- At all times work collaboratively with the various enforcement agencies, RCMP, SPCA, Humane Society and Alberta Fish and Wildlife.
- Develop ongoing information communiqués related to bylaw compliance through newsletters, the local newspaper and any other means available
- Provide monthly activity reports
- Perform other duties as may be assigned by the General Manager- Community and Protective Services of the Municipality
- Prepare the annual budget for both Bylaw Enforcement and Emergency Services
- Takes the official oath prescribed by the *Oath of Office Act* upon being appointed as a Bylaw Enforcement Officer and to carry with them at all such times when acting as a Bylaw Enforcement Officer evidence in writing of the appointment as a Bylaw Enforcement Officer of the Municipality
- Follow a Code of Conduct as outlined in Schedule “A” attached to and forming part of this policy
- Where it is alleged that a Bylaw Enforcement Officer, in carrying out the duties, is guilty of misconduct, the Bylaw Enforcement Officer shall be subject to disciplinary procedures as outlined in Schedule “B” attached to and forming part of this bylaw

Specific Provisions

Enforcement of the provisions of the bylaws listed is the responsibility of the Bylaw Enforcement Officer.

Working closely with the RCMP is essential in aiding the Bylaw Enforcement Officer with bylaw enforcement.

Enforcement of Responsible Dog Owner Bylaw: All duties pertaining to the Responsible Dog Owner Bylaw including, but not limited to:

- Dogs at large - Investigate any dog complaints. When a dog is found at-large, impound dogs and call owner if known. While impounded, undertake all related tasks associated with its care. When required arrange transportation and or placement of impounded dog. Ensure all paperwork is complete in order to collect any issued fines/fees.
- Barking dog - Investigate any barking dog complaints. Undertake all necessary investigate techniques to confirm validity of complaint. Ensure all paperwork is complete in order to administer any issued fines/fees.
- Dog bites - Investigate any dog bite complaints. Undertake all necessary investigate techniques to confirm validity of complaint. Ensure all paperwork is complete in order to administer any issued fines/fees. Reports to also be forwarded to Alberta Health.
- Tags and Licensing - Administer all processes related to Dog Tags and Licensing including tag order and registry maintenance.
- Dangerous Dog Act: Work collaboratively with the RCMP by providing investigative information to assist them with the means to charge under the Act. (Bylaw Enforcement Officer not authorized to lay charges under the Dangerous

Dog Act, Animal Protection Act or any other provincial Acts pertaining to animal control)

Dead Animal Complaints: Investigate any dead animal complaints. If the dead animal is found on private property, work collaboratively with the property owner and encouraging them to take responsibility for its disposition. Where dead animals are found on public lands, take whatever measures required to dispose of the carcass.

Wild Animal Complaints: If a complaint is received for a wild animal on private property, either suggest the use of the Town trap or depending on the type of wild animal, provide complainant with Alberta Fish and Wildlife contact information. Investigation may be required depending on type of wild animal and if public safety is a risk. Where wild animals are found on public lands, take whatever measures required to contain and dispose/relocate any wild animals. This does not include birds.

Farm Animal Complaints: Where farm animals are found on public lands, take whatever measures required to contain and relocate any farm animals, including calling the Brand Inspector if required.

Enforcement of Community Standards Bylaw: Routinely patrol community and respond to any violations accordingly. Investigate complaints.

- When required:
 - monitor compliance
 - provide notices
 - issue violation tags or tickets
 - engage the RCMP
 - engage Fire Department
 - obtain contracts to complete compliance and provide related information to Accounts Receivable and/or Tax Department on billing and collection expenses.

Enforcement of Business License Bylaw: Work with the Economic Development Officer in facilitating and enforcing the bylaw. Respond to violations and complaints. Investigate newly established businesses to ensure bylaw compliance including Land Use Bylaw compliance (development permits). This includes peddlers and hawkers.

Enforcement of the Traffic Safety Bylaw, Transportation of Dangerous Goods Route Bylaw and Truck Route Policy: Routinely patrol community and respond to any violations accordingly. Investigate complaints. Any traffic concerns that relate to the Provincial *Traffic Safety Act* that are outside the Bylaw Enforcement Officer's jurisdiction are referred to the RCMP. License plate queries are done through the RCMP. This aides in obtaining information relative to registered vehicle owners. Work with the Department of Transport regarding the enforcement of Dangerous Goods.

Enforcement of Waste Collection Bylaw: Routinely patrol community and respond to any violations accordingly. Investigate complaints.

Enforcement of Land Use Bylaw: Assist, when required, in the enforcement of limited sections of the Land Use Bylaw as it relate to land use, safety, health, signage, and parking.

Enforcement of Campground – Regulations & Procedures Policy: Routinely patrol campground and respond to any violations accordingly. Investigate complaints. May include license plate enquiries.

Emergency Management: Act as the primary liaison on behalf of the Town with the Sturgeon Regional Emergency Management Coordinator including but not limited to:

- Coordinating bookings for training opportunities for Town staff
- Municipal Emergency Plan updates
- Other internal communications with Town staff to/from the Sturgeon Regional Emergency Management Partnership, Alberta Emergency Management Agency, NRCAER, and other related agencies.

Assist other agencies such as Fire Department, Public Works, Community Services, RCMP or any other provincial regulatory agencies as required and authorized by the Chief Administrative Officer or designate.

Adhere to the Town of Redwater Occupational Health and Safety Program

Perform other related duties as required by the General Manager- Community and Protective Services or designate.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge:

- Comprehensive understanding of the Bylaw Enforcement functions and protocols
- Post-secondary education in law enforcement an asset
- Knowledge of applicable provisions of the Municipal Government Act
- Competent with Microsoft Office programs

Skills:

- Effective verbal and written communication skills
- Ability to multitask and prioritize
- Time management skills
- Self-starter, able to work effectively on their own, with guidance as necessary
- Strong interpersonal skills and ability to work within a team environment
- Provide excellent customer service to the public, staff and Council
- Ability to perform detailed investigations and compile evidence reports
- Excellent mediation and conflict management skills

Personal attributes:

- Maintain standards of conduct
- Maintaining standards of confidentiality is essential in this position
- Flexible
- Demonstrate a dedication to the position and the community
- Demonstrate sound work ethics
- Maintain a clean standard of hygiene and neat appearance
- Adhere to the Municipal Code of Ethics

CERTIFICATION

Employee Signature

Supervisor's Signature

Printed Name

Supervisor's Title and Name

Date

Date

I certify that I have read and understand
the responsibilities assigned to this position

I certify that this job description is an
accurate description of the
responsibilities assigned to the position

Senior Administrative Officer's Signature

Date

I approve the delegation of responsibilities outlined herein within

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.