

CORPORATION OF THE TOWNSHIP OF PRINCE

BY-LAW 94-17

being a by-law to appoint a By-Law Enforcement Officer for the enforcement of the by-laws of the Corporation of the Township of Prince

WHEREAS the Council of the Corporation of the Township of Prince is responsible for the enforcement of the provisions of its by-laws in the municipality

THEREFORE the Municipal Council of the Corporation of the Township of Prince pursuant to the provisions of the Police Act and amendments thereto **ENACTS AS FOLLOWS**

- (1) THAT **GERALD AUBERTIN** is hereby appointed By-law Enforcement Officer for the Corporation of the Township of Prince.
- (2) The terms and conditions of this appointment under the provisions of section 1 of this by-law shall be as defined in the provisions of the Building Code Act, and amendments thereto and Schedule "A" which forms part of this by-law.
- (3) THAT the said By-law Enforcement Officer be paid such salary and benefits as Council may from time to time determine.
- (4) This by-law comes into force on the date of its passing.
- (5) By-law 84-2 is hereby repealed.

READ a first second and third time and finally passed this 25th day of October 1994.


Reeve


Administrator

SCHEDULE 'A' TO BY-LAW 94-17

JOB DESCRIPTION - BY-LAW ENFORCEMENT OFFICER

Duties of a Provincial Offences Officer

1. Answer all complaints, investigate same, proceeding under Part I or Part II of the Provincial Offences Act as requested.
2. Complete and file with the Clerk of the Court all Certificates of Offences and other legal documents.
3. Complete forms - Information to obtain Search Warrant and Search Warrant when necessary.
4. Enforce provincial statutes listed in Schedule "A" in accordance with directive from Attorney General's Office.
5. Represent the municipality at all legal proceedings arising from the enforcement of provincial statutes under the Provincial Offences Act.
6. Attend court as a prosecution witness as required.
7. Make periodic patrols ensuring no gross violations of statute under any legislation informing Council and/or members of staff as required.
8. Prepare, retain and deliver evidence to township prosecutor as required.

Duties of By-law Enforcement Officer

1. Enforce all municipal by-laws on a complaint basis.
2. Respond to all complaints within twenty-four (24) hours.
3. Maintain a record of all complaints and subsequent action taken.
4. Issue voluntary Certificates of Offence under Part I of the Provincial Offences Act on a discretionary basis as required.
5. Issue summons under Part III of the Provincial Offences Act with approval of Council only.
6. Refer complaints not under the jurisdiction of the By-law Enforcement Officer to proper agencies.
7. Bring to the attention of the Administrator any recommendations for amendments to township by-laws.