

CORPORATION OF THE TOWNSHIP OF PRINCE

By-law 2005-3

*being a by-law to appoint a By-law Enforcement Officer
for 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 Services Act* and amendments thereto ENACTS AS FOLLOWS:

1. That **MARK CIOTTI** 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 by Council from time to time 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 By-law 96-14 is hereby repealed.

READ a first, second and third time and finally passed this 11th day of January 2005.



Reeve



Administrator

TOWNSHIP OF PRINCE

POSITION DESCRIPTION

POSITION: Bylaw Enforcement and Provincial Offences Officer

RESPONSIBLE TO: CAO/Administrator

SUMMARY OF FUNCTION:

The primary responsibility of the Bylaw Enforcement and Provincial Offences Officer is to enforce the penal by-laws of the municipality, to respond to all complaints and to conduct field investigations of potential violations, and to represent the municipality at all legal proceedings arising from the enforcement of provincial statutes under the Provincial Offences Act.

ORGANIZATIONAL RESPONSIBILITIES:

COMPETENCY 1: **Appropriately enforcing the penal by-laws of the municipality, to respond to all complaints and to conduct field investigations of potential violations, and to represent the municipality at all legal proceedings arising from the enforcement of provincial statutes under the Provincial Offences Act.**

Demonstrated by:

- Enforcing penal by-laws of the municipality, including periodic patrols or inspections
- Conducting field investigations of potential violations, gathering of evidence, questioning or interrogating complainants, witnesses and suspects, comparison of facts to code requirements, making findings, issuing warnings, correction notices or citations
- Providing information to persons requesting assistance in code enforcement related matters
- Responding to all complaints within twenty-four hours, investigating same, proceeding under Part I or Part III of the *Provincial Offences Act* as requested
- Representing the municipality at all legal proceedings arising from the enforcement of provincial statutes under the *Provincial Offences Act*
- Attending court as a prosecution witness as required
- Coordinating efforts with police agencies
- Maintaining a variety of logs and records related to inspection and enforcement

activities, preparation of recommendations for amendments and additions to codes or regulations

- Referring complainants with complaints not under the jurisdiction of the By-law Enforcement Officer to proper agencies

Outcome:

- Bylaws are appropriately enforced in a timely and effective manner
- Complaints are addressed in a timely and effective manner

COMPETENCY 2: Effective internal relations with other employees.

Demonstrated By:

- Communicating all matters of importance to appropriate members of the organization in an accurate and timely fashion
- Listening carefully to others
- Communicating in a professional manner

Outcome:

- Effective relationships are established and maintained with all employees

COMPETENCY 3: Effective external relations with outside contractors and the residents of the Township of Prince.

Demonstrated By:

- Communicating all matters of importance to appropriate members of the organization in an accurate and timely fashion
- Listening carefully to others
- Communicating in a respectful, professional manner
- Responding appropriately to general inquiries
- Resolving customer service issues and complaints and maintaining records and documents of these issues

Outcomes:

- Effective relationships are established and maintained
- The Township's business reputation continually improves

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge,

skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

- High School diploma; and
- Six months to one year related experience and/or;
- Equivalent combination of education and experience;
- High level of technical skills;
- Ability to develop financial proposals that identify the costs for supplies purchase and maintenance costs;
- Excellent note-taking and documentation skills;
- Excellent listening and interviewing skills;
- Excellent leadership skills including organization, time management, communication and interpersonal skills;
- Good understanding of provincial legislation, including the *Provincial Offences Act*.

LANGUAGE SKILLS:

- Be able to read and interpret documents such as operating and maintenance instructions, and procedure manuals and relevant legislation
- Be able to write routine reports and correspondence

REASONING ABILITY:

- Ability to apply good sense and understanding to carry out instructions furnished in written, oral, or diagram form

WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions
- Working independent of others and with minimal direction
- Working collaboratively as a member of a group/team

ESSENTIAL DUTIES:

- Manual dexterity – use of hands to operate computer, note taking

Date Developed/Revised:	06 January 2005
Approved By:	Rachel Tyczinski
Approved Date:	11 January 2005