

CORPORATION OF THE TOWNSHIP OF PRINCE

By-law 2012-26


*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 **DAVID HARNISH** 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 By-law 2005-3 is hereby repealed.

READ a first, second and third time and finally passed this 21<sup>st</sup> day of August, 2012.

  
Reeve: Ken Lamming

  
Administrator: Peggy Greco

## Schedule 'A'

### 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

By-law Enforcement Officer/Provincial Offences Officer  
Position Description

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,

By-law Enforcement Officer/Provincial Offences Officer  
Position Description

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:  
Approved By:  
Approved Date:

06 January 2005  
Rachel Tyczinski  
11 January 2005