

CORPORATION OF THE TOWNSHIP OF PRINCE

By-law 2014-28

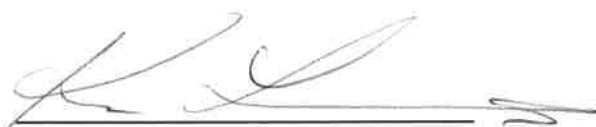
Being a by-law to appoint an Animal Control Officer for the enforcement of the domestic animal by-laws of the Corporation of the Township of Prince.

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

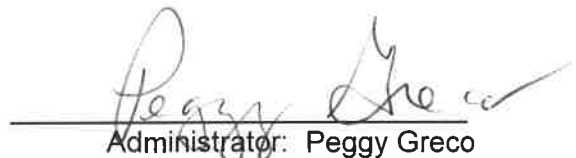
THEREFORE the Municipal Council of the Corporation of the Township of Prince pursuant to the provisions of the Police Services Act and amendments thereto ENACTS AS FOLLOWS:

1. That **Barbie Rudnicki** is hereby appointed Animal Control 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 Animal Control Officer be paid such wage and /or 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 By-law is hereby repealed.

READ a first, second and third time and finally passed this 10th day of June 2014.



Reeve: Ken Lamming



Administrator: Peggy Greco

TOWNSHIP OF PRINCE

POSITION DESCRIPTION

POSITION: Animal Control Officer

RESPONSIBLE TO: CAO/Administrator

SUMMARY OF FUNCTION:

The primary responsibility of the Animal Control Officer is to enforce the domestic animal by-laws of the municipality, to respond to all complaints.

ORGANIZATIONAL RESPONSIBILITIES:

COMPETENCY 1: **Appropriately enforcing the domestic animal control by-laws of the municipality, to respond to all complaints.**

Demonstrated by:

- Enforcing domestic animal control by-laws of the municipality.
- Responding to all complaints within twenty-four hours.
- Maintaining logs and records related to complaints, calls, call outs and enforcement activities.
- Referring complainants with complaints not under the jurisdiction of the Animal Control Officer to the Township Office.

Outcome:

- Domestic animal by-laws 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