

By-Law Enforcement Officer

Municipality of East Ferris

Task List

2025-03-17 14:20:42



Summary:	Reporting to the Director of Community Services, the By-law Enforcement Officer will be responsible for public education, promotion, and enforcement of the regulatory by-laws within the Municipality including performing all statutory and operational requirements of a Provincial Offences Officer as set out in the Provincial Offences Act and other applicable legislation. They will conduct patrols; issue Part I and Part II certificates for offence for infractions; issue notices and orders as required; perform administrative duties; and attend and give evidence in court as required. In addition to the above, the successful candidate will be responsible for the review and amendment of certain municipal by-laws, and for administering the Short-Term Rental By-law including issuance of licenses.		
Location:	East Ferris	Group:	
Department:	-	Family:	
Scenario:	-	Reports To:	Director of Community Services
Job Id:	49	Last Update:	2025-03-17

Tasks:

Administration

1. Prepares reports and correspondence, compiles statistical information
2. Attends Committee and Council meetings as requested.
3. Performs other duties as required.
4. Performs general office duties such as typing and proof reading documents, distributing or filing official forms, etc.

Bylaw Enforcement

5. Assists in the development of new initiatives and programs geared towards increasing compliance, including by-law amendments and/or policy changes.
6. Assists in the preparation of court briefings and represents the Municipality in court proceedings under the general direction of the Municipal Solicitor.
7. Carries out the duties of a Property Standards Officer by conducting investigations and providing enforcement utilizing the Provincial Offences Act.
8. Communicates effectively with members of the public to educate, mediate and negotiate with residents with respect to by-law violations, providing adequate opportunity and time to the residents to bring the violation to compliance.
9. Enforces/administers all Municipal bylaws, including but not limited to, property standards, yard clean-up, fences, short-term rentals, etc.
10. Maintains an accurate and up to date database of information related to non-compliance issues and offenders.
11. Makes recommendations to revise or develop new by-laws for approval.
12. Provides By-law enforcement for other municipalities on behalf of the Municipality of East Ferris (shared service).
13. Schedules and conducts routine compliance and enforcement checks.
14. Takes appropriate action based on investigative results, policies and procedures including issuing notices, orders, tickets and summonses.
15. Administers the Short-Term Rental By-law including issuance of licenses.
16. Conducts patrols of the community.
17. Issues notices and lays charges when required, including certificates of offence for infractions.
18. Attends court proceedings, when required to give evidence.

Other

19. Complies with all policies and health and safety practices relating to work, standard operating guidelines and the Occupational Health and Safety Act.
20. Ensures all necessary personal equipment (e.g. safety boots, hard hat, reflective vest, gloves, hearing and eye protection, etc.) are used and maintained in good condition.
21. Occupational Health and Safety representative and makes monthly reports.

Skills and Knowledge

22. Diploma in Municipal Law Enforcement, Police Foundations, Criminal Justice, Security, or a related field
23. One (1) to three (3) years of experience as a municipal by-law enforcement officer or similar experience is required.
24. Successful completion of MLEO Foundations Course (or willing to obtain).
25. Class "G" driver's license with the ability to use personal vehicle for work purposes
26. Demonstrated experience of property inspections, codes, by-laws, acts and related regulations.
27. Excellent interpersonal and organizational skills.
28. Excellent oral and written communication skills and ability to explain complex issues.
29. Excellent working knowledge of provincial legislation and policies that affect municipal government and a sound knowledge of contemporary operating systems and procedures.
30. Good customer service skills to clarify facts, provide accurate information and respond to complaints in a timely manner.
31. Conflict resolution, negotiation and mediation skills