

EMPLOYMENT OPPORTUNITY BYLAW COMPLIANCE OFFICER

POSTING No: 2025-09

POSTING DATE: February 25, 2025

POSTING EXPIRY DATE: March 24, 2025, at 4:00 pm*

*** Please note that qualified candidates may be invited to interview before the closing date**

Strathcona Regional District is currently recruiting for a full-time **Bylaw Compliance Officer**. Reporting to the Senior Manager, Community Services, the Bylaw Compliance Officer is responsible for investigating bylaw complaints and infractions; gathering evidence and preparing reports on violations; attending and presenting evidence in court; interpreting and explaining applicable bylaws statutes and regulations; and undertaking or assisting with bylaw preparation and amendments. The officer must have strong public relations and dispute-resolution skills. The officer must work efficiently with minimum supervision and have sound knowledge of regulatory bylaws and related legislation.

The ideal candidate will have:

- A minimum of three years of progressively responsible experience in investigations, bylaw inspection and enforcement work, or an equivalent combination of training and experience.
- Bylaw Compliance and Enforcement and Investigative Skills Level 1 and 2 Certificate
- B.C. Class 5 Driver's License
- **Preferred:** Registered Building Official (Level 1) or commitment to the Building Officials' Association of BC 'Building Official In Training' Level 1 Program.

The position is full-time, 35 hours a week onsite, with an annual salary range from \$68,109.92 to \$78,159.34 and a generous and comprehensive benefits package.

For more information on this opportunity, please see the attached job description, which lists all the duties and necessary qualifications for this position.

HOW TO APPLY: Qualified candidates are invited to submit a cover letter, resume and relevant certifications quoting posting **#2025-09 Bylaw Compliance Officer** in the subject line of the application to hr@srd.ca. The SRD thanks all candidates for their interest and advises that only those candidates under consideration will be contacted. The successful candidate must attain a clear Criminal Record and Vulnerable Sector check.



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Bylaw Compliance Officer

JOB SUMMARY

Reporting to the Senior Manager, Community Services, the Bylaw Compliance Officer is responsible for investigating bylaw complaints and infractions; gathering evidence and preparing reports on violations; attending and presenting evidence in court; interpreting and explaining applicable bylaws statutes and regulations; and undertaking or assisting with bylaw preparation and amendments. The officer must have strong public relations and dispute-resolution skills. The officer must work efficiently with minimum supervision and have sound knowledge of regulatory bylaws and related legislation.

MAJOR DUTIES AND RESPONSIBILITIES

- Be familiar with appropriate legislation and keep abreast of regulations and best practice changes. Apply this knowledge to the continuous improvement of regulatory documents, compliance and enforcement strategies;
- Provide ongoing input into regulatory documents that support bylaw compliance and assist with reviewing existing bylaws subject to enforcement, such as land use bylaws, parks rules and regulations bylaws, and bylaws that regulate the use of wharves;
- Identify gaps in the existing regulatory system by listing new bylaws and policies that need to be created to support the bylaw enforcement function and updating the Municipal Ticket Information bylaw on an as-needed basis;
- Present research and findings to the board to seek direction on how to proceed with bylaw updates, approvals and enforcement files;
- Upon receiving board direction, prepare a staff report with new or amended policies and bylaws attached and present it to the board for consideration;
- In a practical, impartial and efficient manner, manage the day-to-day phone calls, front desk enquiries and site visits generated through public complaints on a variety of concerns;
- Conduct inspections and field investigations related to bylaw enforcement cases, such as illegal use of structures or land or occupancies of buildings; violation of zoning bylaws and infractions;
- As a result of written complaints received, investigate bylaw infractions, conduct site inspections of private properties to verify compliance with applicable bylaws or regulations; explain and interpret bylaws and rules to the public; notify representatives and owners on non-compliance; resolve complaints through voluntary compliance if possible or recommend corrective actions; write and serve Municipal Ticket Information (MTI);
- Administer the municipal ticketing program to ensure the efficient operation of the ticket system and serving of summons and to determine whether to pursue cases to prosecution in court;
- Gather evidence for files (correspondence, records, plans, drawings, photos, etc.); maintain digital or hard copies; log information in the land use software program; and prepare and present a variety of memos and/or reports with recommendations to files and/or for discussion with the manager parks and planning;
- Liaise with RCMP and other internal and external representatives on local government bylaw issues and services;
- Represent the regional district in complex situations and court proceedings;
- Assist the building services department with building files and any associated enforcement matters;
- Undertake additional assignments and duties as requested.

REQUIRED EDUCATION AND EXPERIENCE

- Completion of Grade 12;
- A minimum of three years of progressively responsible experience in investigations, bylaw inspection and enforcement work, or an equivalent combination of training and experience.

KNOWLEDGE, SKILLS AND ABILITIES

- Leadership experience, training in conflict resolution and animal control, and familiarity with land use software programs are preferred;
- Knowledge and aptitude for the development and enforcement of local government bylaws and an understanding of land use, development, and planning processes;
- Ability to comprehend and effectively communicate written and verbal bylaw enforcement concepts;
- Ability to handle complaints;
- Sound public relations and dispute resolution skills using considerable independent judgement, tact, courtesy and patience;
- Ability to work independently;
- Ability to represent the regional district and communicate effectively with the RCMP, government agencies, and the public, and represent the regional district's best interests in matters that may appear before the courts;
- Sound knowledge of court procedures and expertise in the adjudication system presenting and providing evidence;
- Ability to keep detailed and accurate electronic and manual records; and
- Intermediate competency with Microsoft Office's Outlook, Word and Excel.

REQUIRED LICENCES, CERTIFICATES AND REGISTRATIONS

- B.C. Class 5 Driver's License
- Bylaw Compliance and Enforcement and Investigative Skills Level 1 and 2 Certificate

PREFERRED LICENCES, CERTIFICATES AND REGISTRATIONS

- Registered Building Official (Level 1) or commitment to the Building Officials' Association of BC 'Building Official In Training' Level 1 Program.