



# Licence Inspectors' and Bylaw Officers' Association of British Columbia 10 & 15 Year's of Service Challenge Coin Application

(March 2023, Version 1.0)

The 10 and 15 Year's of Service Challenge Coins were developed by the Licence Inspectors' and Bylaw Officers' Association of British Columbia to recognize those that have served the public in the capacity of local government compliance and enforcement that equals or exceeds a period of 10 and 15 years.

## Criteria:

1. "Bylaw Officer" means a person currently employed in carrying out the duties of the compliance and enforcement of local government (including indigenous communities) bylaws;
2. For the purpose of these awards, an applicant must have a minimum of 10 years of service as a Bylaw Officer.
3. If the periods of service are not continuous or are with more than one employer as a Bylaw Officer, each period of service shall be calculated to the nearest month and the total service shall equal or exceed 120 months for the award of the coins.
4. A maximum of 5 years or 60 months of Other Eligible Services as defined in section #10 can be credited towards calculating years of service.
5. Every person who is serving as a Bylaw Officer in British Columbia at the time he/she becomes eligible to receive the coins and every person who has retired or resigned from his/her duties as a Bylaw Officer, but is otherwise eligible to receive the coins, may apply to receive the coins.
6. Every person applying for the 10 & 15 Year's Service Challenge Coin's shall be a Regular, Retired, or Life Member in good standing of the Licence Inspectors' and Bylaw Officers' Association of BC at the time of the application.
7. Active applicants must be a member of the association for the year of application and preceding 4 years (total of 5 years). Applicants that have retired or resigned must have been a member of the association for a minimum of 5 years during their employment.
8. Applications must be signed by a Director, Department Head/Manager, General Manager, CAO of a local government, Supervisor, or any member of the Executive of the Licence Inspectors' and Bylaw Officers' Association of BC.
9. Nominations must be submitted on the prescribed LIBOA form.

10. Other Eligible Enforcement Services include but are not limited to:

- Ministry of Environment Conservation Officers
- Ministry of Forests Natural Resource Officers
- British Columbia Park Rangers
- Commercial Vehicle Enforcement Officers
- Police Officers
- Agriculture Lands Commission Officers
- BC Sheriffs Service
- Bylaw Officer in another province
- Alberta Community Peace Officers
- Other regulatory professions (Eligibility review required by LIBOA Executive)

**New Applications:**

1. New applications must comply with the listed criteria in section one (1) through ten (10).
2. Applicants with 15 years of service may apply for both the 10- and 15-year coins if they have not already received a 10 years of service coin.

**Applications will be reviewed by the Registrar and a Director in April  
and will be presented at the next annual training seminar**

**For further information please contact:**

LIBOA Registrar

[Liboa.registrar@outlook.com](mailto:Liboa.registrar@outlook.com)



# Application Form for Licence Inspectors' and Bylaw Officers' Association of British Columbia 10 & 15 Year's of Service Challenge Coin

**Please note:** Prepare your application with the required information fields below. Afterwards, log onto association website and complete electronic application.

**\*This form will not be submitted, it is to assist applicant prior to official electronic application.**

**Application for:**       10 Years       15 Years

### Applicant Information & Current Employer:

Name:			
Current Employer:			
Position Title:			
Address:			Postal Code:
Phone:	Email:		

### Guarantor Information: *(senior staff who can confirm information submitted)*

Senior Staff Name:			
Position Title:			
Employer:			
Email:			

### Summary of Bylaw Officer Service:

Employer	Position Title	From (mm/yy)	To (mm/yy)

*If more space is required please attach an additional document*

**Total length of Service as a Bylaw Officer:**

Years	Months

**Date of Retirement (if applicable):**

Year	Month

**Has been a member of LIBOA for the past 5 years or is retired and had been a member for a minimum of 5 years:**

Yes     No *(attach reason in email or document if No)*

**Summary of Other Eligible Enforcement Services (if applicable):**

Employer	From (mm/yy)	To (mm/yy)	Total Service (mm/yy)

*Please note that detailed supporting documentation may be required for other service to qualify.*

**How would you like to receive coin(s):**

In person at conference     Mail

I, \_\_\_\_\_ certify that the above noted information is true and correct and no misleading or false statements have been made.

*\*Misleading or false information may result in applicant becoming ineligible to receive coins for 5 years\**