



Job Opening

Bylaw Enforcement Officer

The Town of Unity is expanding its Bylaw Enforcement service area and seeking a dedicated, community-minded individual to join our team. This permanent, full-time, out-of-scope position reports to the CAO and plays a vital role in promoting community values, public safety, and voluntary compliance.

Key Responsibilities

- Conduct regular patrols to identify violations, safety hazards, and suspicious activity
- Enforce municipal bylaws, including parking, noise, animal control, waste management, and property standards
- Respond promptly and respectfully to public inquiries and complaints
- Prepare detailed reports and maintain accurate records
- Provide public education and awareness to reduce bylaw infractions
- Attend Council meetings and court proceedings as required
- Handle animals safely and humanely in varying situations
- Foster positive relationships and promote voluntary compliance wherever possible
- Manage social media platforms to keep residents informed on bylaws and up to date on community standards

Preferred Qualifications

- Grade 12 diploma
- Valid driver's licence with a clean driving record
- Strong communication and conflict-management skills
- Proficient computer and documentation abilities
- RCMP security clearance
- Training or experience in law enforcement or regulatory environments
- First Aid/CPR; WHMIS, TDG, OHC, Defensive Driving, or related certificates

Help us maintain a safe, clean, and welcoming community for residents, visitors, and animals.

Early applications encouraged; resumes will be reviewed upon receipt until position is filled.



Submit resume, with work-related references to:
Stacy Godin, Office Manager
sgodin@townofunity.com



POLICY & PROCEDURE

Title: Bylaw Enforcement Officer Job Description

Category: Administration

Date: 11 July 2023

Authority: CAO

Policy No.: 8.3.28

POLICY STATEMENT

This policy establishes the job description for the Bylaw Enforcement Officer out-of-scope position, and other Town of Unity staff delegated to the role, in order to ensure the protection of residents, property and employees.

POSITION SUMMARY

1. The Bylaw Enforcement Officer reports to the CAO.
2. Flexible and/or extended work hours are required – the Bylaw Enforcement Officer shall schedule their working hours as required for maximum exposure to assist in enforcing required bylaws and statutes
3. Required personal protective clothing and gear to be worn during interactions with potentially aggressive animals and/or dangerous situations. Clothing and gear will be provided (per CAO approval) by the Town of Unity.
4. The Bylaw Enforcement Officer may encounter people in volatile situations, may be exposed to adverse weather conditions including a variety of temperatures and inclement weather, and may be subject to call-out requirements.
5. Travel within the urban limits of the Town of Unity is required.

6. The Bylaw Enforcement Officer is appointed under the authority of the Municipalities Act.

DUTIES AND RESPONSIBILITIES

- Enforce the municipal bylaws of the Town of Unity in order to ensure a safe environment for community members.
 - Maintain an expert knowledge of all bylaws.
 - Conduct regular patrols and perform day to day enforcement activities (i.e. building permits, signs, business licenses, unsightly properties, parking, animal control, tax enforcement, snow removal, junk vehicles, garbage, etc.).
 - Conduct, from time to time, bylaw enforcement activities in other jurisdictions as directed by the CAO.
 - Liaise with provincial and federal agencies involved with bylaw enforcement
 - Perform court related activities
 - Conduct investigations of complaints and concerns.
 - Respond to resident complaints and concerns.
 - Provide public relations and liaison concerning bylaw awareness and enforcement when directed.
 - Collect and transport animals in contravention of applicable bylaw(s).
- Provide public bylaw education and awareness in order to reduce the occurrence of bylaw infractions.
 - Liaise with community groups, schools and organizations regarding bylaw issues and concerns on an ad-hoc basis.
- Present information to, and attend, court.
 - Conduct investigations
 - Ensure evidence is gathered in an appropriate and legal manner
 - Follow search and seizure procedures
 - Properly store evidence
 - Maintain detailed records of infractions/incidents
 - Prepare reports for presentation to court
 - Present evidence and give testimony in court
 - Follow up on court responsibilities
- Complete administrative tasks as required.
 - Maintain records (confidential and/or public) relating to activities.
 - Prepare monthly reports on all areas of bylaws for review by Administrator and Council
 - Attend Council, Protective Services Committee, and other community organization meetings as required.

- With the assistance of the Administrator, draft bylaws / amendments to existing bylaws
- Assist in the preparation of operational and capital budgets for Bylaw Enforcement
- Manage the Bylaw Enforcement budget
- Keep a daily log of activities performed
- Perform other related duties as required.
- Scope of enforcement topics include, but not limited to:
 - Zoning
 - Building
 - Snow removal
 - Nuisance abatement
 - Noise
 - NW WARM Facility
 - Business licensing
 - Traffic
 - Waste collection & disposal
 - Animal Control
 - Misc licensing
 - Additional bylaws and/or bylaws in other municipal districts, by direction CAO may be required

PREFERRED QUALIFICATIONS AND CREDENTIALS

- The ability to work with a minimum of supervision.
- General training in the law enforcement field is an asset.
- Grade 12 education, preferred.
- Proficient with Microsoft Word and/or comparable software.
- Some knowledge of municipal operations.
- Proven skills in communications and public relations.
- Possession of a valid Driver's License.
- RCMP security clearance.
- Possession of certificates in or willingness to complete courses such as First Aid, WHMIS, TDG, Defensive Driving, and any other applicable educational offerings.

Document Revision History

Previous revision history not tracked