



Islands Trust

JOB PROFILE

Position #

00036531, 00108460, 00127755

Bylaw Compliance &
Title: Enforcement Officer

Classification: STO R18

Ministry: Islands Trust (60-7755)

Bylaw Compliance and
Work Unit: Enforcement

Bylaw Compliance &
Supervisor Title: Enforcement Manager

Supervisor Position #: 00100297

PROGRAM OVERVIEW

Located in Coast Salish territory, the Islands Trust is a special purpose government responsible for protecting the unique amenities and environment of more than 450 islands and surrounding waters in the southern Strait of Georgia and Howe Sound. Created by the Province via the Islands Trust Act, Islands Trust plans and regulates local land use, coordinates with other level of government and First Nations on key issues impacting the area, and protects land through the Islands Trust Conservancy.

JOB OVERVIEW

The Bylaw Compliance and Enforcement Officer administers land use regulations and ensures regulatory compliance across all 13 Local Trust Areas. The position manages the full lifecycle of bylaw enforcement files—from complaint intake, investigation, technical review, negotiation, enforcement, to final resolution. The role requires advanced analytical ability to interpret complex bylaws, provincial and federal legislation, and technical professional reports.

The Officer independently exercises statutory authority, determines enforcement strategies, and represents the organization in adjudication and provincial court. The role engages directly with elected officials, First Nations, partner agencies, and the public on sensitive and often contentious issues. The Officer may be delegated as Acting Bylaw Compliance & Enforcement Manager for short periods.

ACCOUNTABILITIES

- Administers land use regulations across the Islands Trust area, interpreting and applying 23 Land Use Bylaws, 20 Official Community Plans, and issued permits, on behalf of 13 uniquely governed Local Trust Areas;
- Interprets complex technical documents including geotechnical, riparian, septic, sewerage, architectural, subdivision, cultural heritage, and environmental reports;
- Adheres to relevant, Acts, regulations, standards, bylaws, policies, resolutions;
- Plans and conducts independent investigations, including evidence collection, witness interviews, analysis of multi-statute violations, and assessment of enforcement pathways;
- Exercises statutory authority to issue Determination Letters, Bylaw Violation Notices/Municipal Ticket Information, negotiate Compliance Agreements, recommend legal action, or close investigations;
- Conducts site inspections in rural island locations to determine compliance with applicable legislation and bylaws;
- Facilitates conflict resolution and mediation between parties, including First Nations, trustees, public

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agencies, and community groups;

- Prepares written reports with findings, recommendations, and technical interpretations for planners, trustees, and property owners;
- Represents the organization in adjudication hearings and provincial court, preparing evidence and giving testimony as required;
- Identifies systemic issues and recommends procedural or regulatory improvements, including policy or bylaw amendments;
- Provides expert advice to staff, elected officials, First Nations, and the public on regulatory requirements and enforcement processes;
- Develops and maintains partnerships with First Nations, regional districts, provincial and federal partners to coordinate enforcement;
- Performs additional duties as assigned by the Bylaw Compliance and Enforcement Manager.

JOB REQUIREMENTS

Education and Experience

- Bachelor's degree in land use planning, administrative law, investigation and enforcement, criminology, or a related field and 6 months of related experience; OR,
- Diploma in land use planning, administrative law, investigation and enforcement, criminology, or a related field and one (1) year related experience; OR,
- Certificate or completion of post-secondary coursework in Bylaw Enforcement, Land Use Planning, Administrative Law, Investigation and Enforcement, Criminology, or a related field and three (3) years related experience;
- Evidence of training in conflict resolution or mediation (ex: official transcript or formal certificate/credential through VIU, UBC, JIBC, ADRBC, or Mediate BC).
- Experience administering legislation in federal, provincial, regional, or municipal government within the past five years.
- Experience conducting inspection or investigation in a regulatory environment.
- Valid driver's license.

Preference may be given to candidates with the following:

- Education and experience in analyzing and interpreting complex technical documents.
- Collaborative Conflict Resolution Certificate (JIBC or equivalent).
- Certification in Bylaw Compliance, Enforcement and Investigative Skills.
- Bachelor's degree or experience in community planning.

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PROVISOS:

- Regular travel (including by ferry and water taxi), throughout the Trust Area.
- Occasional overnight travel.
- Ability to traverse uneven rural terrain in adverse weather.
- Willingness to work overtime, including evenings and weekends.

Knowledge, Skills and Abilities

- Advanced analytical skills and attention to detail;
- Ability to deal effectively with individuals in sensitive or complex situations using tact and diplomacy.
- Ability to interpret technical drawings, permits, plans, maps, diagrams, site plans, architectural plans, and other reports, and reconcile them with on-site conditions;
- Strong knowledge of administrative law, procedural fairness, natural justice, and relevant case law;
- Working knowledge of legislation including the Local Government Act, Community Charter, Islands Trust Act, Offence Act, Land Title Act, Interpretation Act, Agricultural Land Commission Act, Strata Property Act, Health Act, Highways Act, Liquor Control and Licensing Act, Forest Act, Land Act, Heritage Conservation Act, Local Services Act, Farm Practices Protection Act, Freedom of Information and Privacy Protection Act, Environmental Management Act, Criminal Code of Canada and associated regulations;
- Knowledge of British Columbia land use planning system and jurisdictional authorities;
- Ability to manage a high-volume workload independently, under pressure, with shifting priorities;
- Strong research, oral, and technical writing skills;
- Advanced conflict resolution, negotiation, de-escalation, and mediation skills;
- Ability to coordinate with law enforcement, regulatory agencies, and First Nations;
- Ability to engage respectfully with Indigenous communities and support reconciliation through effective relationship-building;
- Proficiency with data management tools including Microsoft Excel, ArcGIS, and internal enforcement system.

SECURITY SCREENING

Must pass BC Public Service security screening, including Criminal Records Review Act requirements.

BEHAVIOURAL COMPETENCIES

- **Analytical Thinking** is the ability to comprehend a situation by breaking it down into its components and identifying key or underlying complex issues. It implies the ability to systematically organize and compare the various aspects of a problem or situation and determine cause-and-effect relationships ("if...then...") to resolve problems in a sound, decisive manner. Checks to ensure the validity or accuracy of all information.
- **Information Seeking** is driven by a desire to know more about things, people or issues. It implies going beyond the questions that are routine or required in the job. It may include "digging" or pressing for exact information; resolution of discrepancies by asking a series of questions; or less-focused environmental "scanning" for potential opportunities or miscellaneous information that may be of future use.
- **Holding People Accountable** involves setting high standards of performance and holding team members, other government jurisdictions, outside contractors, industry agencies, etc., accountable for results and actions.
- **Planning, Organizing and Coordinating** involves proactively planning, establishing priorities and allocating resources. It is expressed by developing and implementing increasingly complex plans. It also involves monitoring and adjusting work to accomplish goals and deliver to the organization's mandate.
- **Problem Solving and Judgement** is the ability to analyze problems systematically, organize information, identify key factors, identify underlying causes and generate solutions.
- **Organizational Commitment** is the ability and willingness to align one's own behaviour with the needs, priorities and goals of the organization and to promote organizational goals to meet organizational needs.
- **Self Control** is the ability to keep one's emotions under control and restrain negative actions when provoked, faced with opposition or hostility from others, or when working under stress. It also includes the ability to maintain stamina under continuing stress.

INDIGENOUS COMPETENCIES

- **Sustained Learning and Development** means continually increasing your ability to build and maintain respectful and effective relationships with Indigenous peoples. Central to this competency is appreciating that there are many other cultural understandings of knowledge and ways of working that have legitimacy and deserve respect – and therefore require our continual learning and development, including direct exposure to cultural and community ways. It includes an eagerness to continually reflect upon and assess your own level of cultural agility and competence, self awareness, and expertise. It means being willing to learn in new and different ways and appreciating how diverse ways of thinking and acting can ensure the success of the BC Public Service in supporting Aboriginal self-determination.