

TITLE: BYLAW ENFORCEMENT OFFICER

CLASSIFICATION: STO R18

MINISTRY: ISLAND TRUST

WORK UNIT: BYLAW ENFORCEMENT & LOCAL PLANNING SERVICES

MINISTRY OF MUNICIPAL AFFAIRS AND HOUSING

SUPERVISOR TITLE: BYLAW COMPLIANCE & ENFORCEMENT MANAGER

SUPERVISOR POSITION #: 00100297

PROGRAM OVERVIEW

Located in Coast Salish territory, the [Islands Trust](#) is a federated body responsible for protecting the unique amenities and environment of 13 major gulf islands and more than 450 smaller 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, advocates on key environmental issues impacting the area, and protects land through the Islands Trust Conservancy. Islands Trust works closely with other government agencies and First Nations to accomplish its mandate.

JOB OVERVIEW

Working independently, and reporting to the Bylaw Enforcement Manager, this position provides professional bylaw investigation services throughout the Trust Area. Specific responsibilities include: receiving and processing complaints, investigation of complaints, interpreting bylaws, and permits, establishing and communicating requirements for compliance to property owners, planners and local trust committees, monitoring and reporting enforcement status of all active files, preparing evidence for use in court cases and maintaining detailed, up to date, confidential records.

ACCOUNTABILITIES

- Plans, leads or participates in the development and implementation of investigations, inspections and responses to correspondence, complaints and inquiries in respect of the contravention of bylaws and regulations within the Islands Trust Area.
- Develops methods and strategies for gathering and securing evidence and recommends resource requirements; reviews alternatives (recommend terms for a Compliance Agreement under the Bylaw Adjudication System) and potentially coordinates enforcement activities for dealing with potential infractions. (i.e. cases that may involve violations of several statutes), compiles written reports and, as required, gathers information for use as evidence in court cases or for decisions by local trust committees. Swears "Informations" and appears in court as required.
- Conducts property visits and site inspection in rural island locations to determine contravention or compliance with land use bylaws.
- Conducts interviews with complainants, witnesses and property owners and occupants of properties to gather information regarding possible bylaw contraventions.
- Independently seeks out collaboration with professional planners and other agencies, analyzes written, photographic and verbal evidence, and bring concepts and analysis to the table to seek solutions, or options for solutions, and makes recommendations on an appropriate course of action.
- Develops partnerships with other agencies, such as regional districts, provincial and federal agencies and First Nations to coordinate compliance and enforcement activities as required.

- Independently makes decisions to take action and initiate appropriate action to gain compliance with bylaws and regulations, such as negotiated voluntary compliance plans, written advisories, Municipal Tickets and Bylaw Violation Notices. Determines compliance levels and exercises statutory authority by issuing tickets and / or recommends to the Manager of Bylaw Enforcement, a course of action, including legal action through the Courts.
- Prepares written reports and recommendations on the contravention, or compliance, of bylaws which can be presented to the property owner, planners and trustees.
- Prepares written reports on bylaw enforcement activities, as required, and maintains detailed records or interviews, inspections and decisions made as they relate to inspection and enforcement matters.
- Identifies systemic bylaw and land use issues and recommends to the elected bodies policy, regulatory and procedural solutions and improvements.
- Analyzes investigation files to assess for non-compliance and identifies more complex cases that may require further investigations and makes recommendations to the Manager of Bylaw Enforcement for resource allocations.
- Recognizes and assesses threats to the environment, both terrestrial and marine, including threats to fish habitat and riparian watersheds.
- Prepares and presents an evidential package to legal counsel and attends Court to provide evidence obtained during an investigation of a bylaw infraction.
- Provides technical information to legal counsel regarding a bylaw investigation and investigative procedures.
- Provides education and advice to staff, other enforcement agencies, industry and the general public regarding the bylaw regulations.
- Perform other related duties as assigned by the Manager of Bylaw Enforcement.

JOB REQUIREMENTS

Education and Experience

- Bachelor's degree or 4 years post-secondary education relevant to the position or an equivalent combination of education and direct work experience may be considered.
- At least three years' experience in law, private investigations or bylaw enforcement together with practical experience in preparing cases for prosecution or administrative processes.
- Experience applying Acts such as the Local Government Act, Community Charter, Islands Trust Act, Land Title Act, Interpretations Act, Agricultural Land Commission Act, Condominium Act, Highways Act, Liquor Control and Licensing Act, Forest Act, Land Act, Heritage Conservation Act, and associated regulations.

Preference may be given to candidates with the following:

- Bylaw Compliance, Enforcement and Investigative Skills Certificate
- Investigation & Enforcement Skills Certificate from the Justice Institute of BC or other accredited school.
- Education or experience with community planning.
- Bachelor's degree in Planning
- Experience in land use planning.

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PROVISOS:

- Must possess and maintain a valid Class 5 B.C. driver's license.
- Must be prepared to travel extensively within Islands Trust Area.

Knowledge, Skills and Abilities

- Knowledge and understanding of the principles of Administrative Law and Common Law principles and case law.
- Ability to make decisions consistent with legal requirements and effect resolutions to disputes within the framework of administrative fairness and natural justice.
- Knowledge of British Columbia land use planning system, and land use planning term, including the legal authority of regional districts, local government and the provincial government.
- Must have a working knowledge of the bylaw dispute adjudication system.
- Skilled in managing and organizing a large and varied caseload and competing priorities.
- A working knowledge and understanding of the interrelationship and content of the Local Government Act, Community Charter, Islands Trust Act, Offence Act, Land Title Act, Interpretations Act, Agricultural Land Commission Act, Condominium Act, Health Act, Highways Act, Liquor Control and Licensing Act, Forest Act, Land Act, Heritage Conservation Act, Local Services Act, Farm Protection Act, Freedom of Information and Privacy Protection Act, Environmental Management Act, Criminal Code of Canada and associated regulations.
- Sound facilitation, negotiation, conflict resolution skills.
- Demonstrated sensitivity to political issues and impacts.
- Ability to use discretion and act in a responsible manner with minimal supervision; work well under pressure and with minimal supervision, and to maintain and administer an effective work program, set goals and priorities and achieve results with minimal supervision.
- Demonstrated research, oral and concise report writing skills and the ability to conduct a proper investigation using prescribed investigative techniques.
- Must possess excellent computer skills and be able to learn in-house software programs used for land use planning and bylaw enforcement file management.
- Ability to develop and maintain an outreach and education program to residents, elected officials, developers and members of the business community about local trust committee bylaws, regulations and policies.
- Ability to read, analyze and interpret plans, maps, specifications and diagrams quickly and accurately and to compare them with developments/construction in progress.
- Successful completion of security screening requirements of the BC Public Service, which may include a criminal records check, and/or Criminal Records Review Act (CRRRA) check, and/or enhanced security screening checks as required by the ministry (**Note: It is important that you read the job posting carefully to understand the specific security screening requirements pertaining to the position**).

BEHAVIOURAL COMPETENCIES

- **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.
- **Decisive Insight** combines the ability to draw on one's own experience, knowledge and training and effectively problem-solve increasingly difficult and complex situations. It involves breaking down problems, tracing implications and recognizing patterns and connections that are not obviously related. It translates into

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identifying underlying issues and making the best decisions at the most appropriate time. At higher levels, the parameters upon which to base the decision become increasingly complex and ambiguous and call upon novel ways to think through issues.

- **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.
- **Partners with Stakeholders** is the desire to work co-operatively with all stakeholders to meet mutual goals. It involves an awareness that a relationship based on trust is the foundation for success in delivering results.
- **Teamwork and Co-operation** is the ability to work co-operatively within diverse teams, work groups and across the organization to achieve group and organizational goals. It includes the desire and ability to understand and respond effectively to other people from diverse backgrounds with diverse views.
- **Change Leadership** is championing the achievement of intended, real change that meets the enduring vision of Aboriginal self-determination in British Columbia. It involves collaboratively developing and implementing ideas to achieve positive change from anywhere in the BC Public Service. The change leader learns from other leaders and elders, models the vision, and encourages members of the public service to commit to and champion the vision. The change leader inspires others into new ways of thinking and doing business. The change leader routinely energizes the change process and removes barriers to change.

INDIGENOUS COMPETENCIES

- **Sustained Learning and Development** means continually increasing your ability to build and maintain respectful and effective relationships with Aboriginal people. 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