



## Position Description

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<b>POSITION TITLE:</b>	<b>Bylaw Officer</b>
<b>DEPARTMENT:</b>	<b>Enforcement</b>
<b>REPORTS TO:</b>	<b>Community Peace Officer</b>

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### **SUMMARY OF POSITION:**

The Bylaw Officer is responsible for enforcing municipal bylaws and select provincial legislation within the municipality to promote public safety, community standards, and quality of life. This position plays a key role in maintaining order and supporting Council's strategic direction through education, investigation, and enforcement. The Bylaw Officer interacts with the public, municipal departments, and outside agencies, and represents the municipality in a professional and impartial manner at all times.

### **RECOMMENDED TRAINING & QUALIFICATIONS:**

- High School Diploma
- Valid Class 5 Driver's License with a clean abstract
- Knowledge of proper investigation and interviewing techniques
- Knowledge of relevant municipal bylaws, the Municipal Government Act (MGA) and applicable provincial statutes
- Strong interpersonal skills and conflict resolution skills with the ability to remain calm and professional in challenging situations
- Microsoft Office Applications: Word, Excel, Outlook, SharePoint, etc.
- Safety Training: including Safety Orientation, First Aid, WHMIS 2015, National Safety Codes, and others as applicable

### **KEY DUTIES AND RESPONSIBILITIES:**

1. Enforce municipal bylaws including but not limited to, animal control, parking, property maintenance, traffic and other regulatory bylaws.
2. Conduct regular patrols of hamlets within the County
3. Respond to municipal bylaw complaints and inquiries in a timely and professional manner
4. Issue warning, violation notices, or municipal tickets in accordance with legislation and municipal bylaws

5. Investigate alleged bylaw violations and gather evidence including statements, photographs and documentation
6. Provide information and guidance to the public regarding municipal bylaws and compliance requirements
7. Maintain accurate and detailed records of investigations, enforcement actions and patrol activities
8. Maintain confidentiality and handle sensitive information appropriately
9. Maintain courteous relations with the public, other contractors, council members and other employees
10. Assist with emergency response, public safety initiatives and special events as required
11. Other duties as assigned by the Community Peace Officer and/or the Chief Administrative Officer

**WORKING CONDITIONS:**

- Indoor and outdoor in all weather conditions
- May involve working evenings, weekends, and on-call shifts based on operational needs
- Physical demands include walking, patrolling, lifting, and extended periods of sitting
- Exposure to potentially confrontational situations while dealing with the public

**SAFETY COMMITMENT:**

Employee is responsible for full cooperation with all aspects of the health and safety program, including compliance with all rules and regulations, and for continually practicing safety while performing their duties. This position is a safety sensitive position, so drug and alcohol testing is required on hiring.

\*Revised as of February 12, 2026