

RESORT MUNICIPALITY OF WHISTLER

BYLAW ENFORCEMENT OFFICER APPOINTMENT BYLAW NO. 1808, 2007

A BYLAW TO APPOINT BYLAW ENFORCEMENT OFFICERS IN THE RESORT MUNICIPALITY OF WHISTLER

NOW THEREFORE the Council of the Resort Municipality of Whistler, ENACTS AS FOLLOWS:

1. This Bylaw may be cited for all purposes as "Bylaw Enforcement Officer Appointment Bylaw, No. 1808, 2007".
2. In this Bylaw

"bylaw" means a bylaw of the Resort Municipality of Whistler;

"Bylaw Enforcement Officer" means a person appointed by resolution of Council pursuant to section 36 of the *Police Act*, R.S.B.C. 1996, c.367, as amended from time to time;

"Council" means the municipal council of the Resort Municipality of Whistler;

"Municipality" means the Resort Municipality of Whistler;
3. Words or phrases defined in the *Community Charter* and the *Local Government Act*, and the regulations to those Acts have the same meaning in this Bylaw unless otherwise defined in this Bylaw.
4. The Council of the Municipality hereby establishes the position of Bylaw Enforcement Officer.
5. The Council of the Municipality may from time to time appoint Bylaw Enforcement Officers pursuant to a resolution substantially in the form set out in Schedule "A" to this Bylaw to investigate and enforce the bylaws of the Municipality.
6. Bylaw Enforcement Officers must perform those duties and functions and have those powers, privileges and responsibilities as set out in the job description attached as Schedule "B" to this Bylaw.
7. Pursuant to section 269(1) of the *Community Charter*, Council hereby delegates to Bylaw Enforcement Officers the authority to refer any disputed municipal ticket information to the Provincial Court.
8. If a court of competent jurisdiction finds any part, section or subsection of this Bylaw to be invalid or unenforceable, the impugned part, section or subsection shall be severed

from the remainder of the Bylaw and the remainder of the Bylaw shall remain valid and in force.

9. Resort Municipality of Whistler Bylaw Enforcement Officer Appointment Bylaw No. 1235, 1996, as amended, is hereby repealed.

GIVEN FIRST, SECOND AND THIRD READING this 3rd day of July, 2007.

ADOPTED by Council this 16th day of July, 2007.

Signed Original on File

Ken Melamed
Mayor

Signed Original on File

Shannon Story
Corporate Officer

I HEREBY CERTIFY THAT this is a true copy of "Bylaw Enforcement Officer Appointment Bylaw No. 1808, 2007".

Shannon Story
Corporate Officer

Schedule "A"**RESORT MUNICIPALITY OF WHISTLER BYLAW ENFORCEMENT OFFICER
APPOINTMENT BYLAW NO. 1808, 2007****BYLAW ENFORCEMENT OFFICER APPOINTMENT RESOLUTION**

WHEREAS the Council of the Resort Municipality of Whistler ("Whistler") wishes to appoint [insert name] as a Bylaw Enforcement Officer pursuant to section 36 of the *Police Act*, R.S.B.C. 1996, c. 367, and upon [insert name] swearing the oath pursuant to section 1(b) of Police Oath/Solemn Affirmation Regulation, B.C. Reg. 136/2002 before a Commissioner for taking Affidavits in the Province of British Columbia, Whistler hereby appoints [insert name] as a Bylaw Enforcement Officer to perform the functions and duties specified in the [insert position name] job description attached as Schedule "B" to "Bylaw Enforcement Officer Appointment Bylaw, No. _____, 2007" as amended from time to time.

Schedule "B"
Bylaw Enforcement Officer Appointment Bylaw No. 1808, 2007

Resort Municipality of Whistler

BYLAW ENFORCEMENT OFFICER I

Department: Community Life	Reports to: Bylaw Supervisor
Pay Band:	Location: Whistler

Position Summary:

The Bylaw Enforcement Officer II is responsible for enforcing Municipal bylaws and providing public education and awareness programs and services in order to ensure the protection of residents, property and employees.

Knowledge, Skills, & Abilities Required:

<p>Personal Characteristics</p> <ul style="list-style-type: none"> ▪ Effective verbal and listening communication skills ▪ Sound judgment and decision making skills ▪ Analytical and problem solving skills ▪ Effective written communication skills including the ability to prepare reports 	<p>Minimum Education Required</p> <ul style="list-style-type: none"> ▪ Successful completion of Grade 12 ▪ Successful completion of JIBC Bylaw Enforcement Levels 1 ▪ Demonstrate competency within and knowledge of the Criminal Justice System ▪ Conflict resolution and negotiation courses
<p>Technical Knowledge/Specific Skills/Physical Demands</p> <ul style="list-style-type: none"> ▪ An understanding of Municipal bylaws and policies ▪ Should be in good physical condition ▪ Should be able to analyze and comprehend laws from an enforcement perspective ▪ Knowledge of the community 	<p>Experience Required</p> <ul style="list-style-type: none"> ▪ Valid Class 5 BC driver's license ▪ No record of criminal convictions and position is subject to a Criminal Records Search

Essential Responsibilities:

Bylaw Enforcement

1. Enforces Municipal bylaws subject to administrative direction, law, office and Council policy to ensure a safe environment for community members,
2. Performs all other enforcement and public safety duties as assigned including without limitation, entering onto property and into buildings, seizing animals, demanding identification, issuing Municipal Ticket Informations and other violation tickets and prosecuting offenses on behalf of the Municipality.

Calls for Service

1. Ensures all calls for service and attended incidents are appropriately logged and that the resulting file is filled out and completed in a timely fashion.

Patrols

1. Conducts regular patrols of the Municipality and performs day-to-day enforcement activities,

2. Responds to resident and visitor complaints and concerns,
3. Maintain public relations and liaison concerning bylaw awareness and enforcement.

Manager's Signature

Manager's Name

Date signed: _____

Revised: _____

Schedule "B"
Bylaw Enforcement Officer Appointment Bylaw No. 1808, 2007

Resort Municipality of Whistler

BYLAW ENFORCEMENT OFFICER II

Department: Community Life	Reports to: Bylaw Supervisor
Pay Band:	Location: Whistler

Position Summary:

The Bylaw Enforcement Officer II is responsible for the supervision of Bylaw Enforcement Officers as well as enforcing Municipal bylaws and providing public education and awareness programs and services in order to ensure the protection of residents, property and employees.

Knowledge, Skills, & Abilities Required:

Personal Characteristics	Minimum Education Required
<ul style="list-style-type: none"> ▪ Effective verbal and listening communication skills ▪ Sound judgment and decision making skills ▪ Analytical and problem solving skills ▪ Effective written communication skills including the ability to prepare reports ▪ Ability to deal with conflict situations 	<ul style="list-style-type: none"> ▪ Successful completion of Grade 12 ▪ Successful completion of JIBC Bylaw Enforcement Levels 1 and 2 ▪ Demonstrate competency within and knowledge of the Criminal Justice System
Technical Knowledge/Specific Skills/Physical Demands	Experience Required
<ul style="list-style-type: none"> ▪ An understanding of Municipal bylaws and policies ▪ Should be in good physical condition ▪ Should be able to analyze and comprehend laws from an enforcement perspective ▪ Knowledge of the community 	<ul style="list-style-type: none"> ▪ Minimum 1 year experience in a Bylaw Enforcement Officer role preferably with the RMOW ▪ Previous supervisory experience ▪ Valid Class 5 BC driver's license ▪ No record of criminal convictions and position is subject to a Criminal Records Search

Essential Responsibilities:

Supervision

1. Schedules, supervises and motivates Bylaw Enforcement Officers,
2. Ensures that all Bylaw Enforcement Officers conduct regular patrols of the Municipality on their shift.

Bylaw Enforcement

1. Enforces Municipal bylaws subject to administrative direction, law, office and Council policy to ensure a safe environment for community members,
2. Performs all other enforcement and public safety duties as assigned including without limitation, entering onto property and into buildings, seizing animals, demanding identification, issuing Municipal Ticket Informations and other violation tickets and prosecuting offenses on behalf of the Municipality.
3. Assumes the responsibility for department functions in the absence of the Manager.

Calls for Service

1. Ensures all calls for service and attended incidents are appropriately logged and that the resulting file is filled out and completed in a timely fashion.

Patrols

1. Conducts regular patrols of the Municipality and performs day-to-day enforcement activities,
2. Responds to resident and visitor complaints and concerns,
3. Maintain public relations and liaison concerning bylaw awareness and enforcement.

Manager's Signature

Manager's Name

Date signed: _____

Revised: _____