

**THE CORPORATION OF THE  
TOWNSHIP OF MATACHEWAN**

**BY-LAW NO. 2018-05**

**Being** a By-law to hire a By-law Enforcement Officer.

**WHEREAS** Section 11 (2) of the Municipal Act, 2001, R.S.O. as amended, provides that a Council may enact By-laws to regulate matters within the municipal sphere of jurisdiction as provided in subsection 3, subject to the rules in subsection 4;

**AND WHEREAS** the Council of the Corporation of the Township of Matachewan has enacted by-laws in accordance with the Municipal Act;

**AND WHEREAS** the municipal Council of the Corporation deems it necessary and expedient to appoint a By-law Enforcement Officer for the purposes of the enforcement of the By-laws as enacted.

**NOW THEREFORE THE COUNCIL OF THE TOWNSHIP OF MATACHEWAN  
ENACTS AS FOLLOWS:**

**THAT** Mr. Ryan Brazeau is hereby appointed as By-Law Enforcement Officer for the Township of Matachewan.

**THAT** Mr. Brazeau shall be employed as per the terms of a service contract, attached hereto as Schedule "A" and forming part of this By-law.

**THAT** the Reeve and CAO are hereby authorized to sign the attached Schedule "A" agreement on behalf of the Corporation.

**THAT** Mr. Brazeau shall perform the duties outlined in Schedule "B" attached hereto and forming part of this By-law.

**THAT** Mr. Brazeau shall be designated as a Provincial Offences Officer for the purpose of enforcing the By-laws of the Corporation.

**THAT** this By-Law shall come into force and effect upon the final passing hereof, and remain in force and effect until repealed.

**THAT** all By-Laws and resolutions, or parts thereof, contrary hereto or inconsistent herewith, be and the same are hereby repealed.

**READ** a first, second and third time, and finally enacted and passed in open Council this 22<sup>nd</sup> day of February, 2018. Signed, sealed and numbered 2018-05.

**Signature on File**

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Cheryl Drummond  
Mayor

**Signature on File**

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Anne Kmyta  
CAO-Clerk-Treasurer



**THE CORPORATION OF THE  
TOWNSHIP OF MATACHEWAN**

**Schedule "A"  
By-Law Enforcement Officer Job Description**

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**Position Title:** By-law Enforcement Officer

**Department:** Administration Department

**General Supervisor:** CAO-Clerk-Treasurer

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**Position Summary:**

To ensure enforcement and compliance with municipal by-laws as directed, in order to ensure the protection of residents, property and employees.

**Major Tasks:**

1. Fair and equal enforcement of municipal by-laws to ensure a safe and pleasant environment for community members.
2. Investigate and enforce by-laws and licensing, such as, but not limited to zoning, parking, animal control, clean and clear yards, business establishment licensing, as well as a variety of other by-laws.
3. Liaise with local businesses, community groups and organizations concerning safety issues and concerns.
4. Conduct regular patrols.
5. Respond to resident-reported incidents in a timely and professional manner, and focus on resolving such incidents.
6. Maintain public relations concerning by-law awareness and enforcement.

7. When necessary, gather evidence and witnesses, contact land owner with clear acknowledgement of infraction, prepare registered letters with compliance notices.
8. Issue warnings and summary offence tickets as required.
9. Perform court related activities.
10. Prepare, maintain and organise by-law enforcement inspection reports and records for all completed inspections sufficient to the requirements of the Town Office and for potential court appearances.
11. Attend and participate in Town Council meetings when requested.
12. Assist in reviewing and revising Township by-laws when requested.
13. Other related duties as assigned by the CAO-Clerk-Treasurer.

### **Working Conditions:**

Usual hours of work operate on both scheduled visits and an on-call basis. Working environment contains the usual risks of discomforts and may be subject to inclement weather conditions. Precaution should be exercised, and laws abided-by when entering someone's property.

### **Working Relations:**

#### With Council:

The By-Law Enforcement Officer receives policy direction from Council and Committees through the CAO-Clerk-Treasurer. He/she supplies information to Council and Committees on all current issues through the CAO-Clerk-Treasurer. The By-Law Enforcement Officer shall attend bi-monthly council meetings or agenda meetings.

#### With the Public:

Educate the public of their roles and responsibilities regarding by-laws. Appropriate action to be taken should firstly include conversations and warnings before formal action.

#### With CAO-Clerk-Treasurer:

Works under the direction and supervision of the CAO-Clerk-Treasurer. Receives direction from CAO-Clerk-Treasurer on policy decisions from Council. Decisions on appropriate to be taken is to be coordinated alongside the CAO. In the absence of the CAO, the Deputy Clerk-Treasurer will act on his behalf.

**Knowledge and Skill:**

1. Have at least one (1) year of Municipal Law Enforcement experience
2. The ability to understand the intent and content of the Provincial Offences Act and municipal by-laws and to explain them clearly to the public.
3. Demonstrate effective leadership, management and interpersonal skills
4. Ability to use tact, diplomacy and mature judgement
5. Work effectively without direct supervision
6. Communicate clearly and tactfully, verbally and in writing.
7. Capable of working congenially and effectively with the public.
8. Ability to pass a police background check with a minimum clear criminal record.
9. Hold a valid, clear driver's licence
10. Minimum Grade 12 Diploma required.
11. Post secondary education in a related/applicable field is preferred.
12. Bilingualism would also be considered an asset.

**Impact of Error:**

Errors in judgement could result in difficult relationships with the public, increased costs and possible lawsuits. Failure to provide adequate services could endanger the safety of residents and may result in unnecessary injury or loss of life in emergency situations. This position will encompass the STEP method of disciplinary action, and serious or repeated infractions could result in termination.