

CORPORATION OF THE VILLAGE OF COBDEN

BY-LAW # 1988-14

Being a by-law for the appointment of a Municipal Law Enforcement Officer

WHEREAS Section 70 R.S.O. 1980 of the Police Act authorizes a Council of a Municipality to enact a by-law appointing such officers as may be necessary for the purposes of the Corporation for carrying into effect the provisions of any Act of the legislature or by-law of the Municipality and for fixing the remuneration of such officers and the prescribing of their duties.

Definitions

Municipal Law Enforcement Officer-shall also mean Provincial Offences Officer

Corporation- shall mean the Corporation of the Village of Cobden

AND WHEREAS the Municipal Council of the Corporation of the Village of Cobden deems it advisable to appoint a Municipal Law enforcement Officer for the purpose of enforcing the by-laws of the Municipality.

NOW THEREFORE the Municipal Council of the Corporation of the Village of Cobden enacts as follows:

1. Mr. Earl Bunke is hereby appointed as a Municipal Law Enforcement Officer of the Corporation for the purpose of enforcing the by-laws of the Corporation.
2. THAT the remuneration to be paid to the said Municipal Law Enforcement Officer is to be; that as may be determined from time to time by by-law passed by the Municipal council of the Corporation and shall hold office on an annual basis or until such time as he resigns or his employment is terminated by 30 days notice by either party in writing by registered mail.
3. THAT the duties of the said Municipal Law Enforcement Officer shall be to carry into effect the provisions of any and all by-laws of the Corporations to investigate infringements and in connection therewith in, the proper Court and to see to the prosecution thereof, and such duties as herein attached in Schedule "A" and any further duties as may from time to time be assigned to him, either by by-law or by resolution of the Corporations.
4. THIS by-law shall come into effect on the final passing thereof.

READ a first, second and passed on the third reading this 13<sup>th</sup> day of September 1988.



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REEVE



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CLERK-TREASURER

CORPORATION OF THE VILLAGE OF COBDEN

SCHEDULE A

POSITION DESCRIPTION

1. Title- Municipal Law Enforcement Officer
2. Reporting Relationship- Cobden Municipal Council
3. Purpose of Position- to enforce the various corporate by-laws for the Village of Cobden.
4. Scope of Position- Accountable for the investigation of any complaint of alleged by-law violations up to and including prosecution in Provincial Offences Court.
5. Responsibilities
  1. Enforces municipal by-laws passed under the authority of the Municipal Act, the Dog Licensing Act and Livestock and Poultry and Protection Act.....
  2. Prepares public notice for display and media advertising to notify and educate the public on the existence, content, and intent of by-laws as well as the corporation's policy regarding action against violators.
  3. Checks by-laws when following up on public complaints of alleged violations to determine if the supposed infraction is within the corporation's policy regarding action against violators.
  4. Responds quickly to complaints made by citizens to municipal office staff: conducts a thorough investigation of the alleged infraction and performs necessary follow-up and reporting procedure.
  5. Drafts charges and writes citations for infractions; cooperates with municipal solicitor and Provincial Court staff in the preparation for prosecutions; appears as a witness in court action to present facts regarding the infraction.
  6. Maintains an awareness of the sensitivity involved in the by-law enforcement process; deals appropriately with superfluous and silly complaints and those that are within scope of enforcement.
  7. Prepares reports regularly on the by-law enforcement practices i.e. occurrence reports, enforcement problems with recommendations for changes and improvements.
  8. Assists in drafting new by-law amendments in cooperation with municipal officials.
  9. Performs other tasks as assigned.

Working Conditions

Hours of Work- as required to accomplish tasks at hand following up on complaints and conducting investigations, this would involve calls, interruptions and meetings during evenings and week-ends. Some exposure to irate and hostile ratepayers who are in violation of Municipal by-laws.

Working Relationships

- (a) With Municipal Clerk-Treasurer: usual cooperation; discuss priorities and problems connected with by-laws enforcement; assist in the drafting of amendments to by-laws and the drafting of new by-laws.

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- (b) With Municipal Council:  
Reviews policy direction and guidance when required; provides information and advice on enforcement activity; may take recommendations for changes and improvements to by-laws.
- (c) With the Municipal Solicitor and Court Administrator:  
cooperation and exchange of information in the preparation of prosecutions.
- (d) With the Public: provides information regarding the intent and content of corporate by-laws: encourages self-compliance.

6. Knowledge and Skill

Training and experience in law enforcement is decided asset. Thorough knowledge of the intent and content of the corporation's by-laws and a good knowledge of the community.

Tact and good judgement and the ability to communicate effectively are essential skills required for the position, especially in sensitive and disruptive situations.

7. Impact of Error

Errors in judgement and in not adequately following up investigations would cause confusion, inequitable by-law enforcement procedures and practices with the resulting loss of the public's confidence in the by-law enforcement system.

8. Control

Policy direction from the Municipal Council; carries out by-law enforcement activities according to the "Council's" policies and accepted interpretations of corporate by-laws and provincial legislation. Responds to calls from the following municipal employees on weekends and holidays:

Wendy C. Stone  
Dave Stewart  
Bob Bulmer  
Irvin Dupuis

**GasPurchase Direct Ltd.**

Capital Corporate Centre  
9 Antares Drive, Nepean, Ontario, Canada K2E 7V5  
Tel: (613) 236-9451 Fax: (613) 594-9081

RECEIVED  
JUL 25 1988  
AHS E.....

July 20, 1988

Ms. Wendy C. Stone  
Clerk-Treasurer  
Corporation of the Village of Cobden  
P.O. Box 40  
Cobden, Ontario  
K0J 1K0

Dear Ms. Stone:

Enclosed please find one (1) fully executed copy of the Agency Agreement between GasPurchase Direct Ltd. and The Corporation of the Village of Cobden for your records and retention.

We look forward to a long and rewarding relationship with you.

Yours sincerely,



Brigitte Proshlmajer  
General Manager, Administration

Enclosure