

Job Information

Job title	Licence Bylaw Officer	Job Code: LICBYL	Pay Grade: L
Title of immediate supervisor	Manager of Bylaw & Licensing Services		
Department/Division	Building, Bylaw, Licensing & Legal Services/ Bylaw & Licensing Services		
Prepared by	N. Pallan		
Date Created	May 21, 2015	Revised date	March 11, 2022

Job Purpose

Performs record control and regulatory inspection work. Carries out the enforcement of the business licence bylaw, collects business licence fees and maintains related records. Involves the day to day administration of the licensing program. Performs field work involving investigations of complaints pertaining to the payment of licence fees. Deals with businessmen, tradespersons and members of the public.

Duties and Responsibilities

- Assists in regulating, inspecting businesses and collecting licence fees in accordance with the Business Licence Bylaw and Zoning Bylaw.
- Investigates and researches complaints, resolves disputes, and enforces bylaws.
- Attempts to gain voluntary compliance in adhering to municipal bylaws and policies.
- Maintains close liaison with other inspection services.
- Receives payment for licence fees in the field and at the counter and makes necessary adjustments.
- Gathers evidence for presentation in court during prosecution proceedings for infractions of the applicable bylaws.
- Swears information and appears in court as a Crown witness.
- Prepares reports, maintains records, letters court documents, and other memoranda using word processing software and database applications.
- Interprets licence bylaws and regulations to businessmen, employees and the general public.
- Maintains a complete record file of all licenced businesses and liaises with outside agencies.
- Performs other related duties as required.

Qualifications

- Grade 12 or equivalent.
- BC Justice Institute Bylaw Enforcement and Investigative Program, Level 1 and/or equivalent courses relating to investigative skills.
- Three years of experience in the enforcement of municipal bylaws or a related area, including experience dealing with people in difficult situations, and experience with bylaws or regulations.
- An equivalent combination of education and experience may be considered.
- Valid Class 5 BC Driver's Licence.
- Availability of a private vehicle for work related use.
- Employment is subject to provision of a satisfactory Police Information Check with Vulnerable Sector (PIC-VS) check no older than 6 months. Renewal of PIC-VS is required as per policy.

Physical Requirements

No physical activity required.

Working Conditions

Works in an office environment and does field work.