

The Corporation of the Township of Wollaston

By-law 26-14

Being a By-Law to Appoint a By-Law Enforcement and Canine Control Officer for the
Township of Wollaston

WHEREAS Section 227 of the Municipal Act, 2001, as amended, authorizes the appointment of such officers and employees as are necessary to implement council's decisions and to carry out duties as assigned by the municipality;

AND WHEREAS Section 15 of the Police Services Act, as amended, authorizes the appointment of municipal by-law enforcement officers, who shall be peace officers, for the purpose of enforcing the by-laws of the municipality;

AND WHEREAS Section 1 of the Provincial Offences Act, as amended, provides that a by-law enforcement officer of any municipality or of any local board of any municipality, while in the discharge of his or her duties, shall have the same meaning as "provincial offences officer";

AND WHEREAS Council deems it expedient to appoint a By-Law Enforcement Officer;


NOW THEREFORE the Council of the Corporation of the Township of Wollaston enacts as follows:

1. That Rob Elstone is hereby appointed as By-Law Enforcement and Canine Control Officer for the Township of Wollaston.
2. That the By-Law Enforcement and Canine Control Officer shall be responsible for carrying into effect and enforcing the provisions of the municipal by-laws;
3. That the duties and responsibilities of this position shall be contained in the job description attached as Schedule "A", and forming part of this by-law
4. That this by-law shall come into force and take effect upon the final passage by the Council of the Township of Wollaston
5. That this by-law repeals all previous by-law and/or motions of Council pertaining to same.

Passed this 10th day of June, 2014.



Dan McCaw, Reeve



Jennifer Cohen, Clerk

The Corporation of the Township of Wollaston

By-law 26-14
Schedule "A"
Job Description

Position Title: **By-Law Enforcement and Canine Control Officer**

Work Relationship:

Responsible to Township Clerk

Purpose of Position:

The By-Law Enforcement and Canine Control Officer is responsible for the administration and enforcement of the provisions of Municipal By-Laws including the zoning by-law, property standards by-law and the animal control by-laws.

Major Responsibilities:

By-Law Enforcement

- Work with the Chief Building Official/By-Law Enforcement Officer to investigate, administer and enforce applicable by-laws and legislation
- Issue warnings and/or tickets and/or orders under appropriate municipal by-laws.
- Recommend corrective action in accordance with the policies and procedures set by Council through compliance orders and correspondence; monitor compliance; recommend legal action where required.
- Prepare legal briefs and attend court hearings as required.
- Prepare and submit time sheets recording hours worked and mileage as required
- Perform related duties as assigned

Canine Control

- Respond to calls regarding dog problems.
- Transport stray dogs or dogs running-at large or dogs seized to the Municipal Dog Pound, pursuant to the procedures of the Municipal Dog Pound Board
- Issue warnings and/or tickets for Set Fines-Provincial Offences Act under appropriate municipal by-laws
- Prepare and submit time sheets recording hours worked and mileage as required
- Perform relate duties as assigned