



Governance and Priorities Committee Report

For the Meeting of December 18, 2014

To: Governance and Priorities Committee **Date:** October 24, 2014
From: Robert Woodland, Director of Legislative and Regulatory Services
Subject: Appointment of Bylaw Officers

Executive Summary

The Bylaw and Licensing Services Division provides bylaw enforcement services to the City with the exception of animal control and parking enforcement services. The Division also provides business licence inspection services on behalf of the City as well. The Division has hired 2 auxiliary staff to backfill a currently vacant Bylaw Officer position. In order to fulfil their duties, the new staff members require appointments as Bylaw Officers and a Business Licence Inspectors. The current Inspection Bylaw (#06-061), requires that Council appoint persons to the position of "Bylaw Officer" by resolution.

Recommendations:

1. That effective December 18, 2014, Ms. Ashley COCKLE and Mr. Bryn SHAPPERD be appointed as:
 - a. a "Bylaw Officer" pursuant to section 2(a) of the *Inspection Bylaw* (#06-061), and
 - b. a "Business Licence Inspector" for the Corporation.
2. That this motion be forwarded to the December 18th, 2014 Council Meeting for ratification.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Mark Hayden".

Mark Hayden
Manager, Bylaw and
Licensing Services

A handwritten signature in black ink, appearing to read "Robert Woodland".

Robert Woodland
Director Legislative and
Regulatory Services

Report accepted and recommended by the City Manager:

A handwritten signature in black ink, appearing to be a stylized "W".

Date: December 9, 2014

Purpose & Background

The *Community Charter* authorizes Council to make bylaws for the purposes of enforcing the bylaws of the City and regulate businesses including the designation of Bylaw Enforcement Officers and Business Licence Inspectors. The City's *Inspection Bylaw* authorizes the City to appoint Bylaw Officers to carry out duties under the Bylaw. The *Ticket Bylaw* authorizes Bylaw Officers to act as bylaw enforcement officers and issue municipal tickets for violations under a wide range of City bylaws. An appointment as a Business Licence Inspector allows a person to conduct the administrative and enforcement functions associated to business licensing in the City. Therefore these two specific appointments are required for each staff member to provide the proper authorities to conduct their job duties: Section 2(a) of the *Inspection Bylaw* requires that Council appoint Bylaw Officers by resolution.

As the result of a hiring competition, Ms. Cockle and Mr. Shapperd have been hired as auxiliary Bylaw Officers in the Bylaw and Licensing Services Division. Her term of employment has commenced as of the date this report was written.

Issues & Analysis

In order to properly administer business licensing for the City and to effectively enforce the City's bylaws, officials must be granted the appropriate authority by Council resolution, as required under the City's *Inspection Bylaw* (#06-061), to carry out their duties.

Recommendations

1. That effective December 18, 2014, Ms. Ashley COCKLE and Mr. Bryn SHAPPERD be appointed as:
 - a. a "Bylaw Officer" pursuant to section 2(a) of the *Inspection Bylaw* (#06-061), and
 - b. a "Business Licence Inspector" for the Corporation.
2. That this motion be forwarded to the December 18th, 2014 Council Meeting for ratification.