

THE CORPORATION OF THE TOWNSHIP OF O'CONNOR

POLICY FOR THE MUNICIPAL ENFORCEMENT/PROVINCIAL OFFENCES OFFICER

PURPOSE:

To establish the standards for the Municipal Enforcement/Provincial Offences Officer.

RESPONSIBILITIES:

- 1) To enforce the By-Laws of the Township of O'Connor.
- 2) Receive, document and investigate complaints of By-law violations and seek compliance or enforce as required.
- 3) Prepare and serve Provincial Offences Notices, Orders and Summonses, prepare evidence required by the Courts, attend Provincial Offences Court and give evidence as a witness at trials.
- 4) Prepare correspondence and occasional reports to Municipal Council.
- 5) Liaise with community and civic inspection agencies, government agencies and related groups.
- 6) Perform other related duties as may be assigned.

REPORT TO:

The Municipal Enforcement/Provincial Offences Officer will report to the Clerk-Treasurer.

POLICY STATEMENT:

The Municipal Enforcement/Provincial Offences Officer shall provide Council with a written report when there has been an incident in the Township.

This report will be given to the Clerk-Treasurer on the first of the month following the incident and will be included in the next Council meeting package.

This policy shall replace the policy entitled "Policy for the By-law Enforcement Officer" in its entirety.

EFFECTIVE DATE:

This policy shall come in effect as of February 22, 2011.

Reference: Council Resolution #6 - February 22, 2011