Bylaw Enforcement Officer – Fulltime, Job Posting
Village of Lions Bay, BC

The Village of Lions Bay is seeking a skilled and community-minded Bylaw Enforcement Officer to join our small, dedicated municipal team. Located along the Sea-to-Sky corridor between Vancouver and Squamish, Lions Bay is a close-knit coastal community known for its natural beauty, engaged residents, and commitment to environmental stewardship. This is an excellent opportunity for a bylaw professional who values meaningful work, autonomy, and a supportive team environment.

Position Summary

Reporting to the CAO or designate, the Bylaw Enforcement Officer is responsible for enforcing a range of municipal bylaws including parking, zoning, parks usage, water restrictions, noise, nuisance, signage, and unsightly premises. The role includes public education, compliance monitoring, enforcement, processing of bylaw notices, data management, and preparation of monthly and annual Council reports. The position requires sound judgement, professionalism, diplomacy, and political awareness.

Key Responsibilities

- Respond to bylaw complaints, conduct site inspections, and complete investigations.
- Issue notification letters, violation tickets, and other compliance notices; monitor timelines and recommend next steps.
- Provide interpretation of bylaws, policies, and procedures to the public and internal staff.
- Conduct parking enforcement and proactive patrols in public spaces.
- Maintain detailed documentation and prepare reports to support legal action; prosecute disputed tickets in court and serve legal documents.
- Recommend updates to bylaws and assist with drafting new bylaws.
- Liaise with RCMP, Fire, and Public Works on compliance matters.
- Support public outreach and education campaigns related to bylaw issues.
- Assist park and trail users; report damaged or unsafe park facilities.
- Coordinate activities with part-time bylaw and parks/parking staff.
- Perform duties in accordance with WorkSafeBC and municipal policies.
- Other related duties as assigned.

Qualifications

- Grade 12 plus JIBC Bylaw Compliance, Enforcement & Investigative Skills Level 1 and 2; defensive tactics training (PPCT, IMIM, or equivalent); municipal experience.
- Valid Class 5 BC Driver's Licence.
- Knowledge of the *Community Charter*, *Local Government Act*, and bylaw enforcement processes.
- Understanding of court documentation and legal notice requirements.
- Strong communication, conflict-resolution, and interpersonal skills.
- Ability to work independently with initiative and sound judgement.
- Intermediate proficiency with Microsoft Office.
- Strong attention to detail, accuracy, and timeliness.
- Commitment to high-quality public service and teamwork.
- Ability to work effectively with diverse individuals and groups.
- Ability to pass a Police Information Check.

Hours of Work

Full-time, **40 hours per week**, with a flexible schedule that may include evenings, weekends, and statutory holidays.

Hourly Rate: $35.32 (2024 CUPE Rate)

Why Join Lions Bay

- Work in one of BC's most scenic municipalities.
- Be part of a small, collaborative team where your work has visible impact.
- Enjoy a role with variety, autonomy, and meaningful community engagement.

How to Apply

Please submit your résumé and cover letter to:

Village of Lions Bay Email: cao@lionsbay.ca
Subject: **Bylaw Enforcement Officer Application**

Applications will remain open until the position is filled.