



Staff Report HR2022-006

Title of Report: HR2022-006 – By-Law Enforcement Officer
Department: Human Resources
Council Date: February 16, 2022

Recommendation:

Be it resolved that Council receive Staff Report HR2022-006 for information; and
That Council approve the job description for By-Law Enforcement Officer; and
That Council approve the recommendations from Job Evaluation Committee to place the By-Law Enforcement Officer position in pay band 10 of the Southgate Employee Pay Grid.

Background:

As part of the 2022 budget, a fulltime By-Law Enforcement Officer position was included and approved.

Staff Comments:

The Job Evaluation Committee (JEC) met on February 7, 2022 and reviewed the draft job description for By-Law Enforcement Officer. Revisions were made and final draft with JEC updates is included as Attachment #1.

The JEC has recommended the By-Law Enforcement Officer be placed in Pay Band 10 of the Southgate Employee Pay Grid.

Staff will be posting this position internally and externally in the near future with the goal of having the position filled by April 2022.

Financial Implications:

There are no financial implications as a result of this report as this was approved as part of the 2022 operating budget.

Communications & Community Action Plan Impact:

This report has been written and presented to Council to communicate accurate information to the public.

CAP Goal 2 - Revitalizing Downtown Dundalk Action 2:

The residents and businesses of Southgate envision our largest town once again becoming a source of community pride and a hotbed of community activity, with a much-improved appearance and a broader range of business opportunity.

2-D - The Township will have taken aggressive action to enforce compliance by downtown buildings with property standards Building Code, and Fire Code regulations.

Concluding Comments:

1. That Council receive this report as information.
2. That Council approve the job description for By-Law Enforcement Officer.
3. That Council approve the recommendations from Job Evaluation Committee to place the By-Law Enforcement Officer position in pay band 10 of the Southgate Employee Pay Grid.

Respectfully Submitted,

Original Signed By

Human Resources: _____

Kayla Best, HR Coordinator/ Assistant to the CAO

Dept. Head Approval: ***Original Signed By*** _____

Bev Fisher, CBO

CAO Approval: ***Original Signed By*** _____

Dave Milliner, CAO

Attachments: Attachment #1: By-Law Enforcement Officer Job Description.