



Staff Report HR2022-012

Title of Report: HR2022-012 – By-Law Enforcement Officer Hiring
Department: Human Resources
Council Date: April 6, 2022

Recommendation:

Be it resolved that Council receive staff report HR2022-012 for information.

Background:

Reporting to the Chief Building Official, the By-Law Enforcement Officer will be responsible for education, promotion and enforcement of all By-Laws passed under the Planning, Municipal Act, Building Code Act and any other applicable legislation & municipal by-laws in order to ensure the protection of persons and property to maintain a high living standard within the community.

At the February 16, 2022 Council Meeting the following was approved:

No. 2022-089

Moved By Councillor Rice

Seconded By Councillor Dobreen

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. **Carried**

Staff Comments:

The position of By-Law Enforcement Officer was posted internally and externally on February 17, 2022 with a closing date of March 4, 2022. 10 resumes were received and reviewed, including some internal candidates. Four (4) candidates were interviewed on March 15, 2022. Leonard Longtin was the chosen candidate and begins in his new role April 4, 2022.

Financial Implications:

There are no financial implications associated with this report as this position is included in the 2022 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:

Staff are pleased to welcome Leonard into his new role as By-Law Enforcement Officer.

Respectfully Submitted,

HR Approval: *Original Signed By*
Kayla Best, HR Coordinator

Dept. Head Approval: *Original Signed By*
Bev Fisher, CBO

CAO Approval: *Original Signed By*
Dave Milliner, CAO

Attachments:

None.