

# By-Law Compliance Officer

Quispamsis



## The Opportunity

The By-Law Compliance Officer plays a key role in supporting public safety, community standards, and municipal operations within Quispamsis. The successful candidate reports to the Director of Planning and Development Services and is responsible for responding to complaints, monitoring development activity, and supporting enforcement actions to ensure projects, properties and activities in the municipality comply with provincial legislation and local by-laws. They are required to engage and communicate with external agencies, such as the Kennebecasis Regional Police, Kennebecasis Valley Fire Department, NBSPCA as well as Provincial and Federal Officials regarding enforcement matters. This position requires strong communication skills, professional judgement, and the ability to build cooperative relationships across multiple stakeholders while managing a wide range of compliance and enforcement responsibilities.

## Key Responsibilities

### 1. By-Law Enforcement & Community Presence

- Develop, monitor, and enforce all municipal by-laws, maintaining a visible community presence to support compliance and build positive relationships with residents, applicants, property owners, and businesses.
- Work with the Director of Planning & Development Services and Council to draft, review, and update by-laws based on emerging issues, strategic priorities, legislation, community feedback, and enforcement data.
- Conduct inspections, verify posted permits, identify illegal development or changes of use, and enforce non-planning by-laws (noise, nuisance, traffic control). Investigate complaints, report violations to external agencies when required, and take enforcement action through warnings, fines, Orders, or legal processes.
- Prepare and maintain complete enforcement files including photos, notes, timelines, and correspondence, service notices and Orders, Track compliance deadlines, and ensure timely follow-up to support accountability and legal defensibility.
- Assist with legal processes by preparing case files, working with legal counsel, and appearing in court when necessary.
- Communicate by-law requirements through the Town website, social media, and community outreach, and develop educational programs to improve public awareness and compliance.

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## **2. Solid Waste & Recycling**

- Manage the Town's solid waste and recycling programs in partnership with the Fundy Regional Service Commission.
- Coordinate collection schedules, participate in regional planning, and support waste-reduction initiatives.

## **3. Police Service Liaison**

- Serve as the Town's primary contact with the Kennebecasis Regional Police for by-law matters.
- Support cooperative enforcement strategies and maintain strong inter-agency communication.

## **4. Animal Control**

- Work with the NBSPCA to enforce animal control regulations and manage related complaints.
- Maintain records, oversee contract requirements, and support public education on responsible pet ownership.

## **Qualifications/Experience**

- Minimum 5 years in regulatory compliance, inspection, enforcement, planning, or a related field.
- Post-secondary education in planning, building inspection, law enforcement, or equivalent experience.
- Strong understanding of relevant municipal and provincial legislation.
- Experience with investigations, documentation, and enforcement processes.
- Excellent communication, conflict-resolution, de-escalation, and relationship-building skills.
- Ability to exercise sound judgement, maintain confidentiality, and work independently.
- Proficiency with computers, permitting systems, and GIS.

## **Other Requirements.**

- Valid Class 5 driver's license and clean abstract.
- Ability to work outdoors in a various condition.
- Bilingualism (English/French) is considered an asset.

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## Work with Us

As a full-time, permanent employee with The Town of Quispamsis, you will enjoy a comprehensive benefits package including:

- Flexibility in scheduling with a 4-day compressed work week option
- Health and dental benefits
- Enrollment into our defined benefit pension plan with no waiting period
- Subsidized fitness plan
- Salary: \$72,348 - \$90,435/ Year

## Applications

Applications will only be accepted through our online application system until August 9th, 2026, at 5:30 PM. Qualified applicants should submit their cover letters and resumes to:

Human Resources Department

Quispamsis

Competition number: 2026-04

*When applying online, please submit your cover letter and resume together as one document.*

[Click here](#) to apply online

*The Town of Quispamsis is an equal opportunity employer. Only those applicants being considered further will be contacted.*