

TOWNSHIP OF ASSIGINACK
REQUEST FOR PROPOSALS
BY-LAW ENFORCEMENT OFFICER

The Township of Assiginack is seeking Proposals relating to the delivery of by-law enforcement services to enforce the safety and regulatory requirements within the municipal boundaries. The proposed agreement will be for a one year period commencing December 1, 2021.

The municipality's objectives with respect to the by-law enforcement services are as follows:

Enforcement of Municipal By-laws

Working cooperatively with the Ontario Provincial Police in maintaining peace with respect to municipal by-laws and municipal property.

The ideal candidate shall possess the following skills, abilities and knowledge:

Ability to interpret and administer municipal by-laws

Willingness to take training and workshops to enhance skills, on own time

Demonstrated ability to deal courteously, tactfully and diplomatically with members of the public, elected officials and municipal employees.

Proven experience with bylaw enforcement services

Ability to communicate effectively orally and in writing

Courses taken in by law enforcement would be an asset

The duties and responsibilities shall include, but not be limited to the following:

Answering public inquiries

Investigating, addressing and resolving complaints with respect to possible bylaw infractions

Writing and issuing warning letters and other notices required to enforce municipal bylaws.

Preparing for and attending any legal proceedings with respect to bylaw enforcement, as necessary.

Delivering to the municipality on a monthly basis, a written report that includes the following information – Number of hours worked, delineated by Bylaw, list of inspections or meetings, list and description of complaints received,

Maintaining municipal records and reports

The selected candidate will be expected to work on a contract basis, based on a 35 hour work week, using a personal vehicle, compensated by a vehicle use allowance with WSIB and insurance coverage provided by the municipality.

This RFP shall include the following information:

Personal profile including experience, certification, training, place of residency, and contact info

A brief overview of what and how services would be provided

List of equipment and vehicles used to fulfill services

References

Following a review and assessment of the submissions received, the municipality intends to negotiate a written contract for services with the person selected.

Written proposals will be accepted by the undersigned, until 4:00 pm., November 12, 2021.

Lowest or any submission not necessarily accepted.

Alton Hobbs

CAO

Township of Assiginack

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