

## OFFICIAL COURSE OUTLINE

<b>Course Code:</b>	BLAW-1000
<b>Short Title:</b>	Bylaw 1
<b>Long Title:</b>	Bylaw Compliance, Enforcement & Investigative Skills 1
<b>Prerequisites:</b>	None
<b>Co-requisites:</b>	None
<b>School:</b>	School of Health, Community & Social Justice
<b>Division/Academy/Centre:</b>	Centre for Counselling & Community Safety
<b>Previous Code &amp; Title:</b>	BYLAW101 - Bylaw Compliance, Enforcement & Investigative Skills 1
<b>Course First Offered:</b>	September 2011

<b>Credits:</b>	3.0
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### Course Description

This course is designed for new and experienced British Columbia bylaw officers as well as those considering a career in the field. The course provides the fundamental knowledge and skills required to function effectively in the role of a local government bylaw officer in British Columbia. You will examine relevant legislation, as well as the legal authority, powers and duties of a bylaw officer. Various compliance and enforcement measures/options will be explored, including issues surrounding interpretation of bylaws. Attributes and qualities of an effective investigator will be discussed by analyzing the fundamental issues and challenges associated with conducting investigations including evidence collection, documentation, and presentation of evidence in legal and non-legal proceedings. Emphasis is placed on developing skills and knowledge to enhance your ability to defuse emotionally charged situations and to manage your own personal safety and the safety of others. To guide your approach towards and involvement with the public, you will gain a better understanding of various social issues including diversity, mental health, addiction and homelessness.

The course uses a blend of online learning and face-to-face classroom delivery.

### Course Goals

To enhance learners' knowledge, skills, and understanding of bylaw compliance and enforcement procedures British Columbia and to address issues, concerns and challenges faced by BC bylaw officers so they can function effectively in their role.

### Learning Outcomes

Upon successful completion of this course, the learner will be able to:

1. Explain the legal basis of a bylaw officer's authority, powers, and status as a peace officer and describe the regulation of local government.

2. Examine bylaw enforcement options (in court and out of court) including authority, procedures, and penalties.
3. Distinguish between information, evidence, and exhibits and identify challenges in evidence gathering, collection and documentation.
4. Apply proper note-taking procedures and explain the implications of the *Freedom of Information and Protection of Privacy Act* on personal information.
5. Follow guidelines for writing an effective report and discuss the importance of organizing documentation and maintaining a thorough investigative case file.
6. Follow guidelines for presenting evidence in legal and non-legal proceedings.
7. Interpret bylaws and apply legislation to address specific bylaw-related issues.
8. Examine challenges with enforcement options (in court and out of court), practices, policing, and monitoring compliance with orders.
9. Discuss the importance of promoting diversity and working collaboratively with other departments and external agencies in the community.
10. Demonstrate best practices for working with mental health, addiction, homelessness and other social issues and contexts.
11. Examine best practices in resolving challenges and issues surrounding professionalism and ethics.
12. Identify your own conflict styles and approaches and analyze advantages and disadvantages of different conflict styles.
13. Discuss effective communication skills and use asserting and listening skills appropriately to set limits on objectionable behaviour.
14. Respond to pressure, apply a model for defusing hostility, and propose strategies to gain compliance from a resistant person.
15. Examine issues around bylaw officers' personal safety and the safety of others.
16. Reflect on practices and identify areas for further improvements.

## Course Topics/Content

- Legislation and Regulations for Bylaw Officers
  - Canadian Legal System – Individual rights, criminal and civil proceedings, BC Court system
  - Local government policies and procedures
  - Legal authority of a bylaw officer; status as peace officer
  - Bylaw enforcement options – in court (MTI, Injunctions and Consent Orders)
  - Bylaw enforcement options – out of court (seeking voluntary compliance, direct enforcement, remedial action orders, notice on title and Adjudication-Bylaw Forums)
- Investigative Skills for Bylaw Officers
  - Evidence-gathering techniques
  - Note-taking procedures
  - Report-writing skills
  - Building and maintaining an enforcement file
  - Evidence presentation in court

- Application of Enforcement Measures and Community Engagement
  - Key issues and challenges: legislation, governance and regulatory context, including legal authority, powers, duties, peace officer status, individual rights, local government regulatory context, enforcement options, in-court and out-of-court options, evidence collection and documentation
  - Interpretation of bylaws
  - Compliance monitoring by writing timely and effective compliance letters
  - Monitoring compliance with orders
  - Contempt of court
  - Trends and issues in the bylaw field of practice, professionalism and ethics
  - Community engagement and working effectively in the community:
    - Working in collaboration with community agencies
    - Diversity
    - Issues related to developmental challenges and mental illness
    - Issues related to homelessness
- Conflict Resolution and Personal Safety for Bylaw Officers
  - Conflict approaches and conflict styles
  - Communicating in conflict
  - Managing emotions
  - Personal safety

### Text & Resource Materials

**Required:**

The course makes extensive use of federal and BC statutes and regulations. While learners are not expected to know all of the statutes and regulations, they are expected to know the statutes and regulations that apply to the role of a bylaw officer and where to find them for future reference.

All resources will be available online or in class and learners will be provided with pre-reading materials online as part of the preparation for the face-to-face session.

A computer with Internet access is required.

### Equivalent JIBC Courses

None

Instructional Method(s)* <i>(select all that apply)</i>	Total Hours
<input checked="" type="checkbox"/> Direct Instruction (lecture, seminar, role plays, independent study, etc.)	42
<input type="checkbox"/> Supervised Practice (includes simulations & labs)	
<input type="checkbox"/> Practice Education, Field Placement, Internship or Co-op	
<b>Totals</b>	42

This course consists of 6-weeks of online learning followed by a reading week and 3-days in the face-to-face classroom.

All online assessments must be completed by the end of week 6 in order to attend the face-to-face session.

During the reading week, students are given resources to read and are required to complete a conflict skills inventory in preparation for the face-to-face session.

The face-to-face learning is experiential and participatory and includes a variety of small group work, discussions, simulations, and large group discussion/lecture.

### Course Evaluation

The evaluation criteria used for this course are represented below. Specific course evaluation information will be provided by the instructor at the start of the course.

<b>Criterion</b>	<b>% of Final Grade</b> (may be represented as a range)
Course work (activities, assignments, essays, reports, etc.)	45%
Quizzes and exams	45%
Simulations/Labs	
Attendance/Participation (in class or online)	10%
Practice Education/Internships	
<b>Total</b>	<b>100%</b>

#### Comments on Evaluation

100% attendance is required.

All required assessments must be completed.

Active contribution in large and small group discussions expected, in both the online and face-to-face classrooms.

### Course Grading Scheme\*

JIBC1 (A to F)       JIBC2 (MAS/NMA)       JIBC3(CM/IN)       JIBC4 (P/F)

(\* <http://www.jibc.ca/policy/3304> Grading policy)

### Other Course Guidelines, Procedures and Comments

View official versions of related JIBC academic regulations and student policies in the JIBC Calendar on the following pages of the JIBC website:

#### Academic Regulations:

<http://www.jibc.ca/programs-courses/jibc-calendar/academic-regulations>

Student Academic Integrity Policy

#### Student Policies:

<http://www.jibc.ca/about-jibc/governance/policies>

Access Policy

Academic Progression Policy  
Admissions Policy  
Academic Appeals Policy  
Evaluation Policy  
Grading Policy

Harassment Policy – Students  
Student Records Policy  
Student Code of Conduct Policy

## JIBC Core Competencies

The JIBC promotes the development of core and specialized competencies in its programs. Graduates of our programs will demonstrate high levels of competence in the following areas:

- Critical thinking:** Identify and examine issues and ideas; analyze and evaluate options in a variety of fields with differing assumptions, contents and methods.
- Communication, Oral and written:** Demonstrate effective communication skills by selecting the appropriate style, language and form of communication suitable for different audiences and mediums.
- Leadership:** Inspire individuals and teams to reach their potential by embracing innovation through strategic thinking and shared responsibility.
- Independent learning:** Show initiative by acting independently in choosing effective, efficient and appropriate applied learning, research and problem solving strategies.
- Globally minded:** Self-aware of own identity and culture, recognize the interconnectedness of world events and issues; interact respectfully and authentically across cultures; value multiple perspectives; utilize curiosity to learn with and from others.
- Problem solving:** State problems clearly; effectively and efficiently evaluate alternative solutions; choose solutions that maximize positive and minimize negative outcomes.
- Interpersonal relations:** Know and manage ourselves; recognize and acknowledge the needs and emotions of others including those with diverse cultures, backgrounds and capabilities.
- Inter-professional teamwork:** Understand and work productively within and between groups, respect others' perspectives and provide constructive feedback with special attention to inter-professional relationships.
- Information literacy:** Recognize and analyze the extent and nature of an information need; efficiently locate and retrieve information; evaluate it and its sources critically, and use information effectively and ethically.