

OFFICIAL COURSE OUTLINE

Course Code:	BLAW-1005
Short Title:	Bylaw 2
Long Title:	Bylaw Compliance, Enforcement and Investigative Skills 2
Prerequisites:	Bylaw Compliance, Enforcement & Investigative Skills 1 (BLAW-1000) or Bylaw Enforcement and Investigative Skills Certificate, Level 1 (EP209)
Co-requisites:	None
School:	School of Community & Social Justice
Division/Academy/Centre:	Centre for Counselling & Community Safety
Previous Code & Title:	BYLAW102 - Bylaw Compliance, Enforcement and Investigative Skills 2
Course First Offered:	September 2012

Credits:	3.0
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Course Description

Building on the learning in Bylaw Compliance, Enforcement and Investigative Skills 1, you will further enhance your knowledge, skills and abilities in the complexities of local government regulatory work. You will acquire a deeper knowledge and awareness of legislation, enhance your skills in drafting and amending bylaws as well as applying for and executing warrants, acquire advanced and complex investigative skills, including effective interviewing techniques and increase in your awareness of enforcement options, with a particular focus on direct enforcement and adjudication. You will focus on the importance of discretion in decision-making and deepen your awareness of collaborative intent and intervention skills. The value of community maintenance initiatives and sound public relations will be emphasized, and you will refine the interviewing and public speaking skills integral to your success in the bylaw enforcement field. As in Level 1, officer safety and self-care will be stressed throughout.

Course Goals

To enhance learners' knowledge and skills and continue to develop their professional expertise to respond to current trends and issues in the regulatory enforcement field of practice.

Learning Outcomes

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

1. Apply legislation, review and amend existing bylaws and draft new bylaws to address specific bylaw-related issues in the community.
2. Interpret the legislation applicable to Bylaw Enforcement for "Special" Inspectors, in particular Property Use Inspectors.

3. Investigate complex bylaw-related issues, such as business licensing, animal control, prohibited substance grow-op, graffiti, noise and untidiness.
4. Present evidence in non-legal proceedings including reports for violation notices going to adjudication.
5. Outline the court processes – prosecution and injunction; build a case file and present evidence in a legal action.
6. Outline procedure for collecting fees, fines and charges.
7. Discuss effective strategies for dealing with community safety initiatives.
8. Demonstrate the integration of collaborative intent and intervention skills to work effectively with individuals, groups and agencies.
9. Outline the importance of self-care including stress management and officer safety.
10. Engage in self/peer assessment and reflection and identify areas for further improvements.

Course Topics/Content

- Drafting policies, and bylaws – including communicating with council (consultation and implementation)
- Advanced investigative skills for bylaw officers
 - Entry warrants
 - Interviewing skills
 - Collaboration skills
- Investigate complex complaints
 - Business licensing
 - Animal control
 - Property Use
 - Untidiness
 - Prohibited substance (grow-op)
- Court processes and evidence presentation in court
- Collecting fees, fines and charges
- Theories of community maintenance
- Bylaw enforcement for special inspectors – Property Use
- Collaborative intent and intervention skills
- Officer safety and self-care

Text & Resource Materials

Required:

All resources will be available online or in class.

A computer with Internet access is required.

Equivalent JIBC Courses

None

Instructional Method(s)* <i>(select all that apply)</i>	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	
Totals	42

This course uses a blend of online learning and in class delivery. Learners will have 7 weeks to complete the online component of the course prior to attending the 3-day, face-to-face session.

Face-to-face modules are experiential and participatory and include 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.

Criterion	% of Final Grade <i>(may be represented as a range)</i>
Course work (activities, assignments, essays, reports, etc.)	90%
Quizzes and exams	
Simulations/Labs	
Attendance/Participation (in class or online)	10%
Practice Education/Internships	
Total	100%

Comments on Evaluation

Learners must complete all assignment requirements.

100% attendance in all classes is required.

Active contribution in large and small group discussions is expected.

Students must receive 60% on evaluation component to successfully complete the course.

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

Student Policies:

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

Access 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.