

**BY-LAW OFFICER
Training Needs Assessment Evaluation Form**

Personal/Position Information

Name: _____

Period Covered: _____

Position: _____

Reviewed by: _____

Title: _____

Position Start Date: _____

Community: _____

Region: _____

BY-LAW OFFICER Training Needs Assessment Evaluation Form

Instructions:

The information contained in this evaluation is strictly confidential. The supervisor will meet with the employee to review the employee's performance and complete the Community Government Performance Evaluation Form. Input from the employee is critical. The employee will have an opportunity to make comments concerning the review in the employee comments section of this form. The information will be used to develop an individual training plan for the employee as well as a training plan for the community.

The employee will be rated as follows for each competency:

- 1 – Needs significant improvement – employee is unable to complete task or perform function in a satisfactory manner even though assistance is routinely provided
- 2 – Needs improvement - employee can complete task or perform function with considerable assistance
- 3 – Satisfactory – employee can complete task or perform function in a satisfactory manner with little or no assistance
- 4 – Very good – employee consistently completes task or performs functions in an above average manner with little or no assistance
- 5 – Outstanding – employee consistently completed task or performs function at a very high level with little or no assistance

Each competency is to be rated as follows:

- 1 – Competency has little significant to the position
- 2 – Competency has minor significance to the position
- 3 – Competency is important to the position
- 4 – Competency has major significance to the position
- 5 – Competency is critical to the effective performance of the position

For more information on how to complete this review please contact the Regional Office of the Department of Municipal and Community Affairs or the MACA School of Community Government.

BY LAW OFFICER

Training Needs Assessment Evaluation Form

Major Category	Skill	Subskill																							
By-Law Programs	Enforce by-laws	Ensure observance of all Hamlet by-laws	Conduct patrols	Physically restrain persons when required	Establish a professional working relationship with the RCMP	Maintain crowd controls at events or emergency situations	Issue tickets for infractions of bylaws																		
		P		S	5	P		S	5	P		S	5	P		S	5	P		S	5	P		S	5
		Maintain a record of offenders	Monitor dogs and dog control																						
		P		S	5	P		S	4																
	Operate and store equipment	Safely operate municipal vehicles	Safely operate snow machines	Safely operate four wheel all terrain vehicles	Safely use firearms in appropriate situations (I.e. for animal control)	Store and secure all municipal vehicles and equipment	Store and secure municipal firearms and ammunition																		
		P		S	5	P		S	5	P		S	5	P		S	5	P		S	5	P		S	5
	Reporting and court duties	Conduct investigations	Gather evidence	Prepare reports	Report to council	Present information to prosecutors, courts and justices of the peace	Appear in court																		
		P		S	5	P		S	5	P		S	5	P		S	4	P		S	5	P		S	5

BY LAW OFFICER Training Needs Assessment Evaluation Form

Major Category	Skill	Subskill
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By-Law Programs	Reporting and court duties	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Present evidence in court</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>P</td> <td></td> <td>S</td> <td>5</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	Present evidence in court																				P		S	5																
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	Knowledge of by-law programs	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Possess knowledge of all by-laws pertaining to the public and public safety</td> <td style="width: 15%;">Possess knowledge of policing and enforcement techniques</td> <td style="width: 15%;">Possess knowledge of investigation and evidence gathering techniques</td> <td style="width: 15%;">Posses knowledge of proper use and storage of firearms and ammunition</td> <td style="width: 15%;">Knowledge of search and rescue procedures</td> <td style="width: 15%;">Possess knowledge of public safety</td> </tr> <tr> <td>P</td> <td></td> <td>S</td> <td>5</td> <td>P</td> <td></td> <td>S</td> <td>5</td> <td>P</td> <td></td> <td>S</td> <td>5</td> <td>P</td> <td></td> <td>S</td> <td>5</td> <td>P</td> <td></td> <td>S</td> <td>5</td> </tr> </table>	Possess knowledge of all by-laws pertaining to the public and public safety	Possess knowledge of policing and enforcement techniques	Possess knowledge of investigation and evidence gathering techniques	Posses knowledge of proper use and storage of firearms and ammunition	Knowledge of search and rescue procedures	Possess knowledge of public safety	P		S	5	P		S	5	P		S	5	P		S	5	P		S	5														
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P		S	5	P		S	5	P		S	5	P		S	5	P		S	5																							
	Knowledge of emergency response	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Possess knowledge of emergency response techniques</td> <td style="width: 15%;">Liaise with Emergency Response Committee</td> <td style="width: 15%;">Knowledge of First Aid and CPR</td> <td></td> <td></td> <td></td> </tr> <tr> <td>P</td> <td></td> <td>S</td> <td>5</td> <td>P</td> <td></td> <td>S</td> <td>5</td> <td>P</td> <td></td> <td>S</td> <td>5</td> <td>P</td> <td></td> <td>S</td> <td>5</td> <td>P</td> <td></td> <td>S</td> <td>5</td> </tr> </table>	Possess knowledge of emergency response techniques	Liaise with Emergency Response Committee	Knowledge of First Aid and CPR				P		S	5	P		S	5	P		S	5	P		S	5	P		S	5														
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Community Programs	Liaise with community, territorial and national agencies and supports	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Ensure ongoing contact with local agencies including the Health Centre, RCMP and school</td> <td style="width: 15%;">Participate on interagency working committees</td> <td style="width: 15%;">Lobby agencies and organizations for programs and support</td> <td style="width: 15%;">Develop contacts with territorial agencies including GNWT and social agencies</td> <td style="width: 15%;">Develop contacts with national organizations</td> <td style="width: 15%;">Possess knowledge of counseling techniques</td> </tr> <tr> <td>P</td> <td></td> <td>S</td> <td>4</td> <td>P</td> <td></td> <td>S</td> <td>4</td> <td>P</td> <td></td> <td>S</td> <td>4</td> <td>P</td> <td></td> <td>S</td> <td>4</td> <td>P</td> <td></td> <td>S</td> <td>3</td> </tr> </table>	Ensure ongoing contact with local agencies including the Health Centre, RCMP and school	Participate on interagency working committees	Lobby agencies and organizations for programs and support	Develop contacts with territorial agencies including GNWT and social agencies	Develop contacts with national organizations	Possess knowledge of counseling techniques	P		S	4	P		S	4	P		S	4	P		S	4	P		S	3														
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Major Category	Skill	Subskill												
Executive Functions/Council Support	Provide support to council	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Assist with preparation of motions, bylaws, policies and procedures</td> <td style="width: 16.6%;">Attend board meetings</td> <td style="width: 16.6%;">Implement council directions and decisions</td> <td style="width: 16.6%;">Prepare briefing notes and positions</td> <td style="width: 16.6%;">Make recommendations to council</td> <td style="width: 16.6%;">Draft policies and guidelines</td> </tr> <tr> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 3</td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 5</td> </tr> </table>	Assist with preparation of motions, bylaws, policies and procedures	Attend board meetings	Implement council directions and decisions	Prepare briefing notes and positions	Make recommendations to council	Draft policies and guidelines	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 3	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 5
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Legislation	Ensure compliance	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Identify applicable legislation</td> <td style="width: 16.6%;">Demonstrate familiarity with applicable legislation</td> <td style="width: 16.6%;">Comply with applicable legislation</td> <td style="width: 16.6%;">Comply with policies and procedures</td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td></td> <td></td> </tr> </table>	Identify applicable legislation	Demonstrate familiarity with applicable legislation	Comply with applicable legislation	Comply with policies and procedures			P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5		
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Maintain Workplace Safety	Assist with protective services	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Adhere to occupational health and safety regulations</td> <td style="width: 16.6%;">Meet firearm regulations</td> <td style="width: 16.6%;">Maintain CPR and First Aid certification</td> <td style="width: 16.6%;">Maintain minimum housekeeping standards</td> <td style="width: 16.6%;">Possess knowledge of emergency response procedures</td> <td style="width: 16.6%;">Posses knowledge of fire fighting procedures</td> </tr> <tr> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 4</td> </tr> </table>	Adhere to occupational health and safety regulations	Meet firearm regulations	Maintain CPR and First Aid certification	Maintain minimum housekeeping standards	Possess knowledge of emergency response procedures	Posses knowledge of fire fighting procedures	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4
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Major Category	Skill	Subskill																							
Perform Administrative Functions	Conduct planning	Provide assistance and advice with community planning	Provide assistance and advice with strategic planning	Provide advice and assistance with preparation of the capital plan	Assist with implementation of the capital plan																				
		P		S	3	P		S	3	P		S	3	P		S	3								
Perform Administrative Functions	Participate in risk management planning	Assess risk	Manage risk	Review insurance coverage	Implement loss control system	Address liability issues																			
		P		S	5	P		S	5	P		S	3	P		S	3	P		S	4				
Perform Administrative Functions	Provide information management	Keep daily reports	Track data using computer software applications	Generate daily report data	Analyze daily report data	Generate activity reports for clients and council																			
		P		S	5	P		S	3	P		S	3	P		S	3	P		S	3				
Perform Administrative Functions	Maintain inventories	Take inventory																							
		P		S	3																				
Perform Administrative Functions	Schedule work	Develop work plans, strategies and contingencies	Follow work plans	Organize tasks	Monitor results	Evaluate results																			
		P		S	3	P		S	3	P		S	5	P		S	4	P		S	4				
Technical Skills	Possess computer skills	Use word processing software programs	Use spreadsheet software programs	Use database software programs	Use utility software programs	Operate e-mail and Internet																			
		P		S	3	P		S	3	P		S	3	P		S	2	P		S	3				

BY LAW OFFICER

Training Needs Assessment Evaluation Form

Major Category	Skill	Subskill												
	Practice technical skills	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Ability to read manuals and instructions</td> <td style="width: 25%;">Ability to complete basic reports</td> <td style="width: 25%;">Ability to deal with severe weather conditions</td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> <tr> <td>P S 5</td> <td>P S 4</td> <td>P S 4</td> <td></td> <td></td> <td></td> </tr> </table>	Ability to read manuals and instructions	Ability to complete basic reports	Ability to deal with severe weather conditions				P S 5	P S 4	P S 4			
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P S 5	P S 4	P S 4												
Human Resource Management	Work in a team environment	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Work cooperatively with others</td> <td style="width: 25%;">Oversee casual employees</td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> <tr> <td>P S 5</td> <td>P S 3</td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	Work cooperatively with others	Oversee casual employees					P S 5	P S 3				
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Communication	Use effective communication	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Read and comprehend documents</td> <td style="width: 16.6%;">Write clearly and concisely</td> <td style="width: 16.6%;">Practice listening skills</td> <td style="width: 16.6%;">Speak effectively</td> <td style="width: 16.6%;">Make presentations</td> <td style="width: 16.6%;">Demonstrate negotiation skills</td> </tr> <tr> <td>P S 4</td> <td>P S 4</td> <td> S 5</td> <td>P S 5</td> <td>P S 3</td> <td>P S 4</td> </tr> </table>	Read and comprehend documents	Write clearly and concisely	Practice listening skills	Speak effectively	Make presentations	Demonstrate negotiation skills	P S 4	P S 4	S 5	P S 5	P S 3	P S 4
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P S 4	P S 4	S 5	P S 5	P S 3	P S 4									
	Maintain public relations	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Maintain customer service</td> <td style="width: 25%;">Assist with community events</td> <td style="width: 25%;">Liaise with community organizations and agencies</td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> <tr> <td>P S 5</td> <td>P S 4</td> <td>P S 4</td> <td></td> <td></td> <td></td> </tr> </table>	Maintain customer service	Assist with community events	Liaise with community organizations and agencies				P S 5	P S 4	P S 4			
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	Provide information	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Provide education about programs and services</td> <td style="width: 25%;">Develop information pamphlets and brochures</td> <td style="width: 25%;">Perform public speaking duties</td> <td style="width: 25%;">Perform public relations duties</td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> <tr> <td>P S 4</td> <td>p </td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	Provide education about programs and services	Develop information pamphlets and brochures	Perform public speaking duties	Perform public relations duties			P S 4	p				
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Legislation	Comply with policies and regulations	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Comply with territorial acts and regulations</td> <td style="width: 16.6%;">Comply with federal acts and regulations</td> <td style="width: 16.6%;">Comply with municipal acts and regulations</td> <td style="width: 16.6%;">Comply with council resolutions and policies</td> <td style="width: 16.6%;">Seek legal interpretation and advice</td> <td style="width: 16.6%;">Research legislation to develop policies or bylaws</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	Comply with territorial acts and regulations	Comply with federal acts and regulations	Comply with municipal acts and regulations	Comply with council resolutions and policies	Seek legal interpretation and advice	Research legislation to develop policies or bylaws						
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Major Category	Skill	Subskill
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Draft policies procedures and by-laws					

Professionalism

Demonstrate good work habits

Manage stress	Take direction	Motivate self	Demonstrate dependability and accountability	Maintain confidentiality	Make decisions

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Major Category	Skill	Subskill					
Professionalism	Demonstrate good work habits	Manage time	Demonstrate willingness to perform alternate duties as required	Demonstrate punctuality	Demonstrate flexibility	Demonstrate organizational abilities	Work with minimal supervision
	Meet deadlines	Employ analytical skills	Demonstrate responsibility	Be a team player			
	Possess cultural and political knowledge	Practice cross cultural skills	Be familiar with political situation	Demonstrate awareness of traditional knowledge	Possess knowledge of community		
Demonstrate positive personal attributes and ethical behaviour	Accept change	Adapt to situations	Compromise	Separate personal and professional life	Pursue personal and professional development	Demonstrate patience	
Respect self and others	Maintain a positive attitude	Demonstrate honesty	Possess sense of humour				
	Display tact	Cooperate with others	Respond positively to others	Demonstrate diplomacy	Demonstrate compassion	Demonstrate courtesy	

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Major Category	Skill	Subskill
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Professionalism

Demonstrate leadership skills

Demonstrate fair, equitable and consistent behaviour	Demonstrate accessibility	Delegate	Demonstrate awareness of relevant trends and decisions	Act as a role model	Resolve conflicts

Apply innovative thinking	Seek professional and technical advice	Be assertive			

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Comments:

1. Supervisor's comments

2. Expectations for the coming year/workplan

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3. Employee goals and objectives

4. Career Goals

BY LAW OFFICER Training Needs Assessment Evaluation Form

5. Recommended training

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6. Employee Comments

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Employee:	Supervisor:
Title:	Title:
Signature:	Signature:
Date:	Date: