



By-Law Enforcement Officer

Permanent, Full-Time

The Township of Adjala-Tosorontio is located north of the GTA, at the southwest border of Simcoe County with a population of 11,000 residents and offers rural living with proximity to urban amenities.

Position Summary:

Reporting to the Building & By-Law Services Manager/CBO, the appointed Municipal By-Law Enforcement Officer is responsible for field enforcement services to achieve and maintain regulatory compliance with the Township's By-Laws, conducting site inspections and gathering evidence, responding to general inquiries and complaints with respect to Municipal By-Laws and other Provincial Statutes and Regulations.

Main Duties & Responsibilities:

Investigation, Inspection, and Enforcement:

- Receives and responds to alleged contraventions of various Municipal By-Laws and Provincial Statutes and Regulations
- Investigates potential violations of various By-Laws and Provincial Statutes in accordance with applicable legislation and department policies and procedures
- Enforces various By-laws including but not limited to property standards, zoning, fences, signs, roadway obstructions, licencing, noise, fireworks, parking, livestock, pool enclosures, etc
- Identifies and responds to by-law and provincial offence contraventions on a reactive basis
- Directs complaints not within jurisdiction to appropriate staff or agencies
- Conducts detailed inspections of a variety of property types, with regard for potentially hazardous conditions or individuals, to confirm compliance with municipal by-laws, a direction or order of the municipality &/or a condition of a licence issued
- Prepares and issues warnings/notices/orders (verbal/written)
- Seeks compliance through negotiation and mediation and where compliance is not forthcoming, lays appropriate charges after carrying out a full investigation, collects appropriate evidence including witness statements, in accordance with authorizing legislation, and prepares necessary documentation to facilitate a prosecution
- Prepares and issues information and summons as they relate to provincial offences
- Prepares detailed briefs of evidence and completes necessary documentation/processes required for hearings and court proceedings; testifies evidence in court and hearings as required
- Assists the OPP and other agencies in the investigations related to By-Law Enforcement related issues
- Serves documents on behalf of the Township as assigned

Administration:

- Prepares, retains, retrieves and maintains data and records concerning complaints, investigations, inspections, and enforcement activities in a clear and concise manner consistent with the requirements of pertinent legislation, regulations and by-laws and within Township policies and procedures
- Responds to inquiries and provides frequent guidance and information of a functional or technical nature for property owners, tenants, complainants and concerned parties of by-law regulations
- Assists to develop, implement and evaluate by-law procedures
- Maintains and updates database, and manual information filing systems as required
- Reviews and analyzes Township by-laws to ensure practices reflect current standards, legislation

- Assists with license renewals for department's vehicles, Municipal CVOR, Municipal Radio licensing and Motor Vehicle Inspection Station requirements
- Assists with annual agreement setups with outside contractors

Qualifications, Skills, & Abilities:

- College diploma in Police Foundations, Law & Security, or related field or Municipal Law Enforcement training
- Certification through the Municipal Law Enforcement Officer Association (MLEO-C) and Property Standards Officers (CPSO) is preferred
- Minimum 1 year relevant work experience, preferably in municipal environment
- Working knowledge of Provincial Offences Act with practical experience with initiating legal proceedings and issuing provincial offences notices or orders
- Demonstrated knowledge of by-laws, applicable provincial and federal statutes and regulations, rules of evidence, property rights, Freedom of Information & Privacy legislation, Municipal Act, etc
- Demonstrated ability to interpret data, identify problems and make recommendations for process improvements, conduct research, prepare reports, develop, promote and maintain effective and collaborative liaison with internal/external customers, maintain high standards of public relations
- Excellent interpersonal, customer service, project management, organizational, analytical, communication, prioritization, conflict resolution, problem solving skills with computer literacy
- Availability to accommodate deadlines, meeting attendance &/or peak period workloads that may extend beyond normal workday or may occur on evenings/weekends, as may be required
- Physically able to carry out the duties of the position
- Ability to work outside regular hours to meet work volume
- Possess and maintain valid Class G drivers licence and satisfactory driver's abstract
- Provide satisfactory Vulnerable Sector and Criminal Record Checks

Annual Salary Range: \$53,521 – \$66,897 (2024 rates). Based on 35-hour workweek.

The Township offers a comprehensive benefits package, enrollment to OMERS pension plan, Employee & Family Assistance Program, paid personal and sick days.

Qualified candidates are requested to forward their resume and cover letter to HR@adjitos.ca with "By-Law Enforcement Officer" in the subject line. Resumes can also be dropped off at the Township of Adjala-Tosorontio office: 7855 Sideroad 30, Alliston to attention of Human Resources.

The Township of Adjala-Tosorontio is an Equal Opportunity Employer, committed to diversity and inclusivity in employment for a barrier-free workplace. Accommodations are available for all parts of the recruitment, selection &/or assessment process. Applicants need to make their needs known in advance to Human Resources. Personal information collected through the recruitment process will be used solely to determine eligibility for employment and handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act. We thank all those who apply, but only those selected for an interview will be contacted.