



Senior Municipal Law Enforcement Officer – Planning Department

Competition #2022-18

Overview: The Township of Georgian Bay is looking for a Senior Municipal Law Enforcement Officer to join our Planning Department! This position is responsible for investigating and resolving complaints with respect to Municipal Planning By-Laws and other legislation enforced by the Municipality, specifically within the Planning Department. This position will also review and evaluate existing Planning by-laws for continued compliance and develop new by-laws as deemed necessary.

Duties include but are not limited to:

- Respond to public inquiries and consult members of the public regarding the Zoning By-law, Site Alteration By-law, Tree-Cutting Bylaw, Blasting By-law, and any additional Planning by-laws/legislation.
- Conduct site visits and investigations based on complaints received. Review by-laws, gather evidence, contact witness/parties, prepare registered letters with compliance notices and work with property owners and/or contractors to obtain by-law compliance.
- Seek compliance of by-laws through public education/information, patrols, contact/mediation with parties, issuance of fines under Part I, II, and III of the Provincial Offences Act and, if necessary, legal action.
- Ongoing review and monitoring of properties and their compliance with Site Plan Control Agreements where applicable.
- Work with applicable Township departments and/or external agencies, including police services, to ensure all regulatory by-law and licencing requirements are met. Communicate enforcement related activities and seek advice when required.
- Provide public education through engagement with the public and community groups, giving presentations and answering questions and concerns. Creation and modification to educational materials to be provided to the public.
- Under the general direction of the Township prosecutor, act as a municipal representative at court, prepare summonses, court briefs and represents the municipality at court proceedings.

Knowledge/experience:

- College diploma or university degree in a law enforcement program, related field of study, or equivalent experience.
- Minimum of 1-3 years' experience in a Municipal Building, By-law, or Planning Department or similar setting.
- Ability to interpret related legislation including the Planning Act, Zoning By-law, and other related Township By-laws.
- Excellent organizational, time management, and administrative skills.
- Valid Class G Ontario Driver's License in good standing.
- Valid Ontario Boating License in good standing.
- Excellent communication and interpersonal skills.
- Knowledge of the Township of Georgian Bay communities and waterways.
- Familiarity with the Provincial Offences Act and court proceedings, as well as other applicable legislation.
- Membership in the Municipal Law Enforcement Officers Association is an asset.

Wage rate: The current rate of pay is \$37.74 to \$41.22 per hour, plus a competitive benefits and pension package.

This is a unionized position covered under OPSEU Local 328.

Hours of work: 35 hours per week, Monday to Friday.

Interested individuals are asked to forward their resume and cover letter no later than **4:00 p.m. on August 31st, 2022** to the Human Resources Department by **email** jobs@gbtownship.ca

The Township of Georgian Bay is committed to an inclusive, barrier free environment. Accommodation will be provided in all steps of the hiring process. Please advise the Township's Human Resources Department if you require any accommodations to ensure that you can participate fully and equally during the recruitment and selection process.

We thank all applicants for their interest in the Township of Georgian Bay; however, only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Privacy Protection Act, all information collected under the authority of the Municipal Act, 2001, will be used only during the selection process for the subject of posting.