



Student – By-Law Enforcement Officer

Summer 2025
Competition #2025-03

The Township of Georgian Bay is a growing water-based community located in the District of Muskoka along the eastern shore of beautiful Georgian Bay. We have a multitude of inland lakes, are a gateway to the world-famous 30,000 Islands and the access point to Georgian Bay Islands National Park. Steeped in history, our cultural roots are an important part of our community.

The Township has a permanent resident population of approximately 3,500 and an additional seasonal population of around 17,500. The municipal office is located in Port Severn which is a short commute from Barrie, Midland, Orillia, Parry Sound, and surrounding areas. Read our [Community Profile](#) to learn more about the Township.

Overview: We are looking for two By-Law Enforcement Officers to join our team from May – September 2025. You will be responsible for receiving and resolving complaints regarding Township by-laws, maintain a daily notebook and file detailed reports on each occurrence. This position requires travel throughout the Township, including the communities of Port Severn, Honey Harbour, and MacTier. Travel by boat to water access only locations is required. The selected candidates will work a rotational schedule (including day and afternoon shifts), to cover a 7-day period.

Duties include but are not limited to:

- Respond in a timely fashion to resident inquiries and complaints.
- Investigate and document all occurrences.
- Regular enforcement of the Township's By-Laws.
- Attend court when necessary to provide evidence relating to charges laid.
- Maintain confidentiality of all actions, records, and discussions undertaken during the course of duties.

Knowledge/experience:

- Currently enrolled or recently graduated from Police Studies, Law, or a related post-secondary program.
- Current Ontario Class G Drivers Licence and Boater Operator Card.
- Clean driver's abstract and criminal record check (to be provided upon hire).
- Valid First Aid and CPR certificate.
- Previous enforcement experience is considered an asset.
- Must have good public relations and communication skills.
- Ability to work a variety of shifts including days, evenings, and weekends.

Wage rate: \$19.20 per hour, for 70-hours per 2-week period.

Interested individuals are asked to forward their resume and cover letter no later than **4:00 p.m. on January 17th, 2025**, 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.