



## **The Corporation of the Township of Algonquin Highlands**

requires a

### **Seasonal By-Law Enforcement Officer**

(Approximately five (5) months)

The Township of Algonquin Highlands with a permanent population of 2,500 and a seasonal population exceeding 10,000 is known within Central Ontario as an area of natural beauty where residents enjoy a rural lifestyle second to none.

The Township of Algonquin Highlands is seeking applications from qualified persons for the contract position of Seasonal By-Law Enforcement Officer.

Reporting to the Chief Building Official, the Seasonal By-Law Enforcement Officer is responsible for interpreting and enforcing municipal by-laws and provincial legislation as it applies to the Township, communicating with and educating the public on municipal by-laws, responding to inquiries and complaints from the public, staff and outside agencies in a courteous, friendly and efficient manner to promote a high standard of customer service while ensuring the health, safety and well-being of the community.

The preferred candidate will possess the following qualifications:

- Post-secondary diploma in Law Enforcement or equivalent;
- Municipal Law Enforcement Officer certification is an asset;
- Preference will be given to candidates that have been certified by the Ontario Association of Property Standards Officers (OAPSO) and have received Provincial certification in Ministry qualifications as set out in the Ontario Building Code;
- Minimum of 1-year related enforcement experience;
- Knowledge of municipal by-laws and provincial legislation including but not limited to, the Municipal Act, Provincial Offences Act, Dog Owners Liability Act, Planning Act and the Building Code Act;
- Exceptional interpersonal, time management, customer service and communication skills;
- Excellent analytical and decision making skills;
- Good negotiation skills in order to gain compliance of by-laws and mediate controversial issues;
- Ability to think and act strategically in a political and community service environment, to align with corporate goals and objectives and to champion the vision of the Township;

- Valid Ontario Class G Driver's Licence and clean driver's abstract;
- Excellent computer and report writing skills with proficiency in Microsoft Office.

**Salary Range:** \$24.97 to \$28.10 per hour.

Join a dedicated team that strives to make us the best place to live, work and play.

The Township of Algonquin Highlands is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process, upon the request of the applicant. Please advise in advance if you require accommodation.

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act and will be used only for candidate selection.

We thank all applicants; however only those selected for an interview will be contacted.

Qualified candidates are invited to submit a cover letter and resume by **3:00 pm on Wednesday, May 31, 2023** to:

Dawn Mugford-Guay, Human Resources Coordinator  
Township of Algonquin Highlands  
1123 North Shore Road, Algonquin Highlands, Ontario, K0M 1J1  
Email – [dmugfordguay@algonquinhighlands.ca](mailto:dmugfordguay@algonquinhighlands.ca)

**Complete job description follows.**



## **Township of Algonquin Highlands**

### **Job Description**

**Position:** Seasonal By-Law Enforcement Officer  
**Department:** Building/By-law  
**Location:** Township Office – 1123 North Shore Road  
**Reports to:** Chief Building Official

#### **Purpose**

Reporting to the Chief Building Official (CBO), the Seasonal By-Law Enforcement Officer is responsible for interpreting and enforcing municipal by-laws and provincial legislation as it applies to the Township, communicating with and educating the public on municipal by-laws, responding to inquiries and complaints from the public, staff and outside agencies in a courteous, friendly and efficient manner to promote a high standard of customer service while ensuring the health, safety and well-being of the community.

#### **Responsibilities**

- Exercises responsibilities under legislative authority of the Provincial Offences Act, Dog Owners Liability Act, Municipal Act, 2001, Highway Traffic Act, Building Code Act, Planning Act and other legislation as required.
- Investigates, enforces, analyzes, interprets and seeks compliance related to by-law enforcement, including public education and clarification of by-laws.
- Conducts proactive patrols to ensure enforcement of municipal by-laws including but not limited to parking, noise, clean and clear, fireworks, animal control and ensures that appropriate action is taken to resolve the matter(s) or enforce compliance.
- Investigates complaints of by-law infractions including site visits, witness interviews and consultation with property owners.
- Maintains detailed and accurate records of complaints, notes, photographs, emails etc.
- Issues orders, tickets or fines for violations of municipal by-laws in conformity with the related legislation.
- Promotes compliance with municipal by-laws through public education.
- Provides a high level of customer service and responds efficiently to public inquiries, concerns and requests for information.

## **Hours and Location of Work**

Normal hours of work are 8:30 a.m. to 4:30 p.m., with five (5) consecutive days of work followed by two (2) consecutive days off. Extra time may be required to complete tasks and meet deadlines, etc. Overtime may be accumulated in accordance with Township policy and approved by the CBO.

Work on weekends and statutory holidays is compulsory. Flexibility may be required to accommodate operational needs.

The primary workplace from which employment is recognized is the Municipal Office located at 1123 North Shore Road.

## **Working Conditions**

- Work is generally performed in a normal office environment, however, some work is also performed in an outdoor environment with exposure to inclement weather conditions.
- The nature and variety of duties places this position in a high public profile. Stress is a factor due to close interaction with the public regarding conflicts concerning by-law enforcement.

## **Education**

- Post-secondary diploma in Law Enforcement or equivalent.
- Municipal Law Enforcement Officer certification is an asset.
- Preference will be given to candidates that have been certified by the Ontario Association of Property Standards Officers (OAPSO) and have received Provincial certification in Ministry qualifications as set out in the Ontario Building Code.

## **Knowledge and Skill**

- Minimum of 1 year related enforcement experience.
- Knowledge of municipal by-laws and provincial legislation including but not limited to, the Municipal Act, Provincial Offences Act, Dog Owners Liability Act, Planning Act and the Building Code Act.
- Exceptional interpersonal, time management, customer service and communication skills.
- Excellent analytical and decision making skills.
- Good negotiation skills in order to gain compliance of by-laws and mediate controversial issues.
- Ability to think and act strategically in a political and community service environment, to align with corporate goals and objectives and to champion the vision of the Township.
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## **Impact of Error**

Errors, incorrect judgment or otherwise, may result in serious legal or other repercussions to the Township.