



Position Title: **By-Law Enforcement Officer**
Reports To: Fire Chief/Chief Building Officer
of Direct Reports: 0
Status: Full-time
Revision Date: November 2024

JOB PURPOSE

The By-Law Enforcement Officer is responsible for the administration and enforcement of municipal by-laws, regulations and standards. The role ensures the safety, health and welfare of the community through compliance monitoring, education, prevention and enforcement actions.

SPECIFIC ACCOUNTABILITIES

- Ensure that Provincial Acts and Municipal By-Laws are enforced.
- Assist in the preparation of by-laws where required and enforce the same.
- Ensure all businesses that require licensing within the Municipality of Red Lake are licensed as per municipal by-laws.
- Liaise with internal departments to promote and assist in compliance with municipal by-laws
- Engage with the public to promote awareness and compliance with municipal by-laws
- Conduct daily patrols and inspections to ensure compliance with municipal by-laws, including but not limited to zoning, animal control and property standards.
- Liaise with the Ontario Provincial Police and related external organizations in the administration and enforcement of by-laws.
- Maintain all records, statistics and reports related to the By-Law Department.
- Prepare detailed reports and maintain accurate records of all incidents, complaints and enforcement actions.
- Issue warnings, notices of violation, orders and Provincial Offences charges and citations as appropriate, and prepare documentation for court proceedings if necessary.
- Encourage and promote safe and responsible work practices and in all cases the standards of the Occupational Health and Safety Act must be met or exceeded.
- Maintain an up-to-date database of business, taxi, and dog licenses ~~licensed dogs~~ and send out annual reminder letters for renewals.
- Ensure timely communication and documentation of captured animals to streamline effort in reunification with owners or adoption processes.
- Respond promptly to complaints or reports about dangerous dogs, prioritizing public health and safety.

WORKPLACE REQUIREMENTS

- Valid Ontario Driver's License in good standing
- Valid Tetanus vaccination (proof of vaccination required)
- Ability to sit and do computer work for sustained periods of time
- Work is conducted both indoors and outdoors in various weather conditions.
- Flexible work hours (after hours, evening and weekend work may be required from time to time)

RELATIONSHIPS

Internal: All departments within the Municipality of Red Lake

External: General public, members of the Ontario Provincial Police and other community organizations.

KNOWLEDGE, SKILLS & TECHNICAL ABILITIES

- Relevant post-secondary education in Law Enforcement, Public Administration, or a related field is preferred.
- Certification in Municipal Law Enforcement (MLEOA) or equivalent or willingness to obtain certification in Municipal Law Enforcement (MLEOA) and Property Standards (CPSO)
- Experience in law enforcement, public administration or a related field.
- Strong interpersonal, organization and communication skills.
- Ability to handle sensitive and confrontational situations with tact and politeness.
- Familiarity with judicial process related to by-law enforcement, including an understanding of issuing fines, court proceedings, and evidence requirements.
- Excellent verbal and written communication skills for clear interaction with the public, colleagues and documentation purposes.
- Ability to foster positive relationships with community members through respectful and informative interactions.
- Proficiency with software used for tracking violations, maintaining records and managing communications.
- Ability to prepare detailed reports and official documents for court cases or interdepartmental communications.