

By-Law Enforcement Officer

Permanent Full-Time

Wage Rate: \$30.28/hour



Elliot Lake offers an exceptional quality of life, a low cost of living and an ideal work-life balance. The area's combination of outdoor opportunities, community organizations, sports, healthcare, low crime rate, natural wilderness and diverse economy help contribute to a great place to live and work!

The City of Elliot Lake is seeking a **By-Law Enforcement Officer** to join our Building/By-Law Enforcement Department. As a key player in maintaining order and promoting public safety, you'll have the opportunity to make a positive impact every day.

Key Responsibilities

- **Patrol & Enforcement:** You'll monitor both rural and urban areas, ensuring compliance with municipal by-laws and provincial legislation. You'll respond to public inquiries, investigate complaints, and take action when needed—whether it's issuing offence notices, initiating proceedings, or providing compliance orders.
- **Court & Legal Support:** Prepare court briefs, liaise with Provincial Crowns, and testify in court. Be an integral part of the legal process and advocate for the community.
- **Public Education:** Promote responsible pet ownership and educate the public on municipal by-laws through service programs and proactive outreach.
- **Animal Care & Control:** You'll handle and provide care for domesticated animals, ensuring compliance with legislation while offering compassion in the field. From field inspections to shelter care, you'll work to improve the safety and well-being of animals in our community.
- **Public Safety:** Assist with traffic control during emergencies, help the police or fire departments with high-risk situations, and provide security at City events and festivals.

Qualifications:

- **Education:** A Post-Secondary Certificate or College Diploma in Police Foundations, Law and Security, or a related field. Certification as a Municipal Law Enforcement Officer (MLEO) or Property Standards Officer (OAPSO) is a plus.
- **Experience:** Minimum of 2 years in municipal by-law enforcement or a similar role. Proven experience applying the Provincial Offences Act and conducting investigations.
- **Animal Care:** Hands-on experience with the humane capture and care of animals, including in emergencies.
- **Skills & Abilities:**
 - Strong communication and conflict resolution skills.
 - Ability to remain calm under pressure, especially in high-stress situations.
 - Proficient in Microsoft Office and electronic case management tools.
 - A valid Ontario Class "G" Driver's License is required.
 - Ability to lift objects up to 20 kg.
 - Flexible and willing to work rotating shifts, including nights, weekends, and holidays.

Why Join Our Team:

- Competitive compensation and benefits package.
- Work in a dynamic, inclusive environment that values professional growth and development.

To view the full job posting please go to our website at <https://www.elliottlake.ca/en/city-hall/jobs.aspx>

In accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, a request for accommodation will be accepted as part of the hiring process. If you require accommodation, please contact HR.

CLOSING DATE: Wednesday, February 19, 2025

The City of Elliot Lake thanks all applicants. Only those selected for interviews will be contacted.

THE CORPORATION OF THE CITY OF ELLIOT LAKE

JOB DESCRIPTION

| | |
|--|--|
| JOB TITLE: BY-LAW ENFORCEMENT OFFICER | DEPARTMENT: BUILDING / BY-LAW Municipal By-Law Enforcement |
| DATE: September 7, 2018 | SUPERVISOR: Municipal Enforcement Working Foreperson |
| PRIMARY PURPOSE OF JOB: | Enforcement of all local By-laws. Issues orders or lays charges under applicable by-law or the Provincial Offences Act. |

BASIC JOB DUTIES:

1. Patrols both the rural and urban boundaries of the Municipality, either in a marked City vehicle or on foot, to monitor compliance and conduct proactive enforcement. Responds to service requests, public inquiries, and investigates complaints. Using officer discretion and authority under municipal By-laws and provincial legislation, issues offence notices, initiates proceedings under Part 1 or Part 3 of the Provincial Offences Act, or issues compliance orders as needed.
2. Prepares court briefs, liaise with the Provincial Crowns, prepares witnesses and provides testimony at court proceedings and various by-law hearings.
3. Promotes and educates the public with respect to Municipal By-laws and responsible pet ownership through the delivery service programs to the public.
4. Conducts field inspections and investigations to verify compliance with orders issued under the Property Standards By-law and the Clean Yards By-law.
5. Carries out field inspections and investigations to ensure compliance with animal services programs as they relate to municipal, provincial and federal legislation and advises the public on animal control legislation and by-laws.
6. Provides compassionate and expert capture, handling and restraint of domestic animals, including sick and injured, both at the shelter and in the field/community. Transports animals to the shelter or other designated locations.
7. Provides daily care of animals in custody, in accordance with the Standards of Care outlined in the P.A.W.S. Act and other provincial legislation. Monitors, records and reports health and behavioral conditions to the appropriate agencies or care providers.
8. Maintains all issued service equipment and vehicle in a clean, sanitary and organized fashion.
9. Proficiently prepares reports, take notes and maintains records using an issued notebook, MiLisa and other enforcement software.
10. Assist Police or Fire Department as Traffic Control Officer in traffic or fire emergencies.
11. Assists the Police or Fire Department with vicious or stranded animals.

12. Conducts money escorts, accompany City staff and maintenance workers during City related tasks in high-risk settings, and provides security functions at City-operated or sponsored events and festivals when.
13. Performs School Crossing Guard duties at designated school crossings within the Municipality as needed.
14. Other related duties as assigned.

QUALIFICATIONS

Education and Training:

- Post-Secondary Certificate or College Diploma in a relevant field, such as Police Foundations, Law and Security, Justice and Administration or law related discipline is required.
- Successful completion of a recognized course in animal care and/or Certificate as a Municipal Law Enforcement Officer (MLEO) and/or Ontario Association of Property Standards Officer (OAPSO) is preferred.
-

Experience

- Minimum of two (2) years of experience in municipal bylaw enforcement role or similar enforcement/regulatory/inspection capacity
- Proficient in applying the Provincial Offences Act, with minimum 12 months practical experience of initiating legal proceedings and issuing orders or offences notices under parts 1, 2 and 3 of the Provincial Offences Act.
- Experience conducting investigations, gathering evidence in accordance with the Canada Evidence Act and the Ontario Evidence Act, and preparing report and court briefs related to by law and other Provincial Offences Act violation is preferred
- Experience in the humane capture of loose, domesticated animals and providing follow up care as it relates to the necessities of life, in accordance with the Standards of Care outlined in the P.A.W.S. Act and the Animals for Research Act
- Proven ability in conflict resolution, de-escalating situations and handling public interactions in potentially high-stress environments is preferred

- **Knowledge, Skills & Abilities**
- Required to hold and maintain a valid Province of Ontario Class "G" Driver's License.
- Proficiency in Microsoft Office Suite, particularly Word, Outlook and Excel.
- Demonstrated ability to foster and maintain public relations and deliver excellent customer service.
- Capable of communicating effectively in various situations, particularly those in those involving conflict, using de-escalation techniques.
- Proven experience with electronic case management software, databases, or other reporting tools

- Ability to work rotating shifts (days, afternoons, nights, weekends and holidays) and standby as required.
- Overtime and weekend work may be required in accordance with the Collective Agreement.
- Ability to lift objects weighing up to 20 kilograms.