



Career Opportunity

By-Law Enforcement Officer

The Municipality of East Ferris is seeking a dedicated professional to fill the permanent, full-time role of By-law Enforcement Officer.

Reporting to the Director of Community Services, the By-law Enforcement Officer will be responsible for public education, promotion, and enforcement of the regulatory by-laws within the Municipality including performing all statutory and operational requirements of a Provincial Offences Officer as set out in the *Provincial Offences Act* and other applicable legislation. They will conduct patrols; issue Part I and Part II certificates for offence for infractions; issue notices and orders as required; perform administrative duties; and attend and give evidence in court as required. In addition to the above, the successful candidate will be responsible for the review and amendment of certain municipal by-laws, and for administering the Short-Term Rental By-law including issuance of licenses.

The successful candidate will have a diploma in Municipal Law Enforcement, Police Foundations, Criminal Justice, Security, or a related field. Strong customer service skills are required. One (1) to three (3) years of experience as a municipal by-law enforcement officer or similar experience is required. Municipal experience is preferred.

It is anticipated that this position will engage in a shared services agreement with other neighbouring municipalities.

Additional Skills & Competencies Required:

- Working knowledge of the *Provincial Offences Act*, with practical experience with initiating legal proceedings and issuing provincial offences notices (tickets) or orders.
- Conflict resolution, negotiation and mediation skills
- Issue orders and lay charges when required.
- Successful completion of MLEO Foundations Course (or willing to obtain).
- A valid Ontario Driver's License Class G with a satisfactory driving record.
- Demonstrated experience of property inspections, by-laws, acts, and regulations.

A fulsome job description can be found at: <https://eastferris.ca/en/your-government/employment-opportunities>

Compensation: The salary range for this position is \$64,753 - \$80,942, and the Municipality offers a comprehensive extended health & dental benefits package and OMERS pension and a generous vacation package.

Qualified candidates are encouraged to submit a detailed resume with references in confidence by **12:00 p.m. on April 30th, 2025**, to:

Municipality of East Ferris
25 Taillefer Road,
Corbeil, ON P0H 1K0
careers@eastferris.ca

We thank all applicants and advise that only those selected for an interview will be contacted.
The Municipality of East Ferris is an equal opportunity employer.