



Part-time Assistant By-law Enforcement Officer

Date: March 24, 2026

Job Posting: Part-time Assistant By-law Enforcement Officer

Location: 4 Church Street, Parry Sound ON

Located amidst the 30,000 islands of Georgian Bay and a 2.5-hour drive north of Toronto, the Town of Parry Sound offers an exceptional quality of life.

Reporting to the Manager of By-law Enforcement, the Part-time Assistant By-law Enforcement Officer will provide a variety of protection and enforcement services pertaining to the enforcement of municipal regulatory by-laws.

Responsibilities:

1. Enforcement of the provisions of all municipal by-laws pertaining to parking, animal control, property standards, clean yards, noise, dumping, licencing etc. as well as applicable provincial statutes.
2. Responds to complaints regarding alleged violations; conducts investigations into allegations; collects evidence; guides violators into compliance through persuasive discussions and written notices where possible, and if compliance is not achieved, under the direction of the Manager of By-law Enforcement, initiates legal action.
3. Issues Provincial Offence Notices, Parking Infractions and Orders and provides evidence in court when required.
4. Provides information regarding municipal by-laws and other applicable legislation.
5. Acts as a public ambassador of the Town of Parry Sound providing general information and assistance to the public while carrying out by-law enforcement duties.
6. Captures and impounds dogs running at large within the municipality.
Provides care to impounded animals and assists in general cleaning duties at the pound facility.
7. Is responsible for compliance with all occupational health and safety procedures as directed by the Occupational Health and Safety Act.
8. Performs such other duties as may reasonably be requested by the Manager of By-law Enforcement.



Part-time Assistant By-law Enforcement Officer

Education, Experience, Knowledge, Skills:

1. Completion of a Municipal Law Enforcement Officer program or a college diploma in the field of law enforcement; or graduate of the Ontario Police College or other post secondary education/training related to by-law enforcement or the equivalent experience.
2. Minimum 3-6 months experience in by-law enforcement.
3. Knowledge and experience of animal behaviour and the handling of animals.
4. Class "G" drivers' licence in good standing.
5. Initiative and judgement.
6. Knowledge of municipal by-laws, policies, and procedures.
7. Strong public relations communications skills.
8. Good analytical, organizational skills.
9. Ability to persuade people to comply with by-laws, and appreciation of the need for tact and discretion.
10. Must be bondable.

Physical Demands:

1. Frequently undertaking walking patrols up to 30% of working time.
2. Ability to lift dogs weighing 50-100 lbs on average once a week.
3. Ability to perform general cleaning duties including mopping, scrubbing, washing etc.

Working Conditions:

1. Nature and variety of duties place this position in a high public profile.
2. Stress is a factor because of the reality of conflict with citizens about inspection and enforcement.
3. Required to work flexible hours/seasonal hours/weekends.
4. Occasional participation in a 24-hour on-call rotation is required.
5. Occasional driving of short distances within Town limits
6. Works in all weather conditions (i.e. heat, rain, cold etc.)



Part-time Assistant By-law Enforcement Officer

Compensation:

This is a permanent part-time, non-union position, with a variable 10 -12 hour(s) per week including some overnight shifts and alternate weekends.

The compensation range for this position is **\$30.88/hr. - \$36.14/hr.** commensurate with experience.

Application Process:

Email:

In one document, please send your resume, cover letter, under the subject line:

“Part-time Assistant By-law Enforcement Officer” to Pamela Langevin, Human Resources at plangevin@parrysound.ca.

Deadline: [April 6, 2026](#)

*This position will remain open until filled.

Accessibility:

The Town of Parry Sound is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Accommodation will be provided in all parts of the hiring process as required under the Town of Parry Sound Recruitment Policy. If you require accommodation, we will work with you to meet your needs.

Privacy:

Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes only.