



By-law Enforcement/Screening Officer

Date: June 17, 2025

Job Posting: By-law Enforcement/Screening 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 and/or the Director of Development & Protective Services/Fire Chief, the By-law Enforcement/Screening Officer will provide a variety of protection and enforcement services pertaining to enforcement of municipal regulatory by-laws.

Responsibilities:

- Responds to complaints regarding alleged violations; conducts investigations into allegations; collects evidence; guides violators into compliance through persuasive discussions and written orders/notices where possible, and if compliance is not achieved, initiates legal action.
- Enforces by-laws through legal action when necessary, including processing court documentation and presenting evidence.
- Provides information and education to individuals on by-laws and enforcement conditions.
- Acts in a public relations capacity by providing information at public meetings, or with special interest groups, to promote compliance with by-laws and behaviour that is in the public interest.
- Provides animal control services including capture and transport of stray dogs, ongoing care for dogs at the pound facility and redemption of dogs by owners.
- Responsible for enforcing all municipal parking regulations.
- Provides assistance and direction from time to time to part-time and/or contract Municipal Law Enforcement Officers, Crossing Guards and Animal Care Attendants.
- Screens applicants for business licences, such as taxi licences, and recommends on same.
- Responsible for the screening process and case management of Automated Speed Enforcement Penalty Orders.
- Performs such other duties as may reasonably be required by the Manager of By-law Enforcement.

Education, Experience, Knowledge, Skills:

1. Post-secondary diploma in Municipal Law, Police Foundations or related study.
2. Minimum of 2-4 years of experience in this or a related field to competently perform duties.
3. Certification as a Municipal Law Enforcement Officer and/or Property Standards Officer.



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4. Demonstrated experience in municipal law, private investigation, security or equivalent.
5. Demonstrated sound knowledge of computer software applications such as Microsoft Office (Word, Excel, Outlook).
6. Effective customer service, interpersonal, public relations, problem solving and complaint resolution skills.
7. Effective investigation, analytical, negotiation and mediation skills.
8. Demonstrated oral and written communication skills, organization and attention to detail and accuracy required.
9. Good knowledge of municipal operations and the Corporation's regulatory by-laws.
10. Exhibits a high degree of initiative and self direction.
11. Class G Drivers License
12. Animal handling experience considered an asset.
13. Able to provide a Vulnerable Sector Check upon hiring.

Compensation:

This is a full-time permanent Non-Union position, a 35-hour work week with a compensation range of \$69,160.00 - \$80,881.00. The successful candidate will also be eligible for the OMERS Pension Plan and competitive benefits package and subject to a successful six (6) month probationary period.

Application Process:

Email: In one document, please send your resume, cover letter, under the subject line “**By-law Enforcement/Screening Officer**” to Pamela Langevin, Human Resources Manager at plangevin@parrysound.ca.

Deadline: Thursday July 3, 2025

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.