**THE CORPORATION OF THE TOWNSHIP OF CENTRE WELLINGTON**

# MUNICIPAL LAW ENFORCEMENT OFFICER

**PERMANENT, FULL TIME (1 NEW VACANCY, 35 HOURS PER WEEK)**

Join the Township of Centre Wellington where you can make a meaningful impact in a thriving, innovative, and welcoming community. As the largest municipality in Wellington County, Centre Wellington combines the charm of rural living with the vibrancy of urban life, offering an exceptional quality of life for residents and visitors alike. Our organization values integrity, collaboration, and innovation. Here, you'll be part of a dynamic team delivering services, driving creative initiatives, and shaping a future where everyone feels connected and supported. Discover your opportunity to grow, lead, and belong at Centre Wellington.

Reporting to the Supervisor of By-law Services, the Municipal Law Enforcement Officer promotes compliance with Township by-laws through public education, awareness, inspection, investigation, and enforcement activities. This position works collaboratively with residents, property owners, businesses, and other stakeholders to resolve by-law concerns through effective communication, mediation, and negotiation, while providing reasonable opportunities for compliance. When necessary, the Municipal Law Enforcement Officer issues warnings, notices, orders, penalty notices, or charges in accordance with applicable legislation and Township by-laws.

The Municipal Law Enforcement Officer also assists with the development and review of municipal by-laws, supports the establishment and related processes and procedures, and participates in discussions with management, colleagues, external agencies, and community stakeholders to promote effective by-law administration and enforcement. A flexible work schedule is required to investigate complaints and conduct enforcement activities outside regular business hours.

## Main Duties and Responsibilities

- Conducts research and provides operational input to support the development, review, amendment, and enforcement of Township by-laws, policies, set fines, and short-form wording.
- Creates and manages by-law investigation files within approved records management systems.
- Prepares compliance documentation for violations including notices, orders, and investigative reports.
- Serves notices and orders stating specific defects to property owners or occupants and advises of remedial measures required to comply with Township by-laws.
- Responsible for mailing notices and orders via registered and regular mail, and on occasion hand delivery.
- Maintains effective, cooperative, and professional working relationships with Township staff, municipalities, enforcement agencies, and other external organizations.
- Provides input, research, recommendations, and support for the development, implementation, and amendment of programs, policies, procedures, and municipal by-laws, including, where appropriate, the establishment of set fines and short-form wording in accordance with the *Provincial Offences Act*.
- Maintains inventory and coordinates procurement of equipment, uniforms, supplies, and materials.
- Prepares reports and correspondence regarding the status of investigations or complaints as required and maintains complete and accurate records of complaints in accordance with established procedures.
- Participates in special projects and corporate initiatives as assigned.
- Conducts investigations and inspections of properties to assess compliance with Township by-laws and applicable legislation, including interior inspections where authorized by legislation, consent, warrant, or other lawful authority.
- Prepares and issues enforcement documents, including notices, orders, certificates of offence, penalty notices, and summonses, where authorized, and conducts follow-up investigations to verify compliance.
- Provides information, guidance, and interpretation of Township by-laws to Members of Council, staff, business representatives, residents, and the general public.
- Responds to complaints related to Township by-laws, including but not limited to parking, zoning, property standards, licensing, fencing, and signs, and ensures the appropriate action is taken to achieve voluntary compliance or enforcement.
- Interprets and applies Township by-laws and relevant legislation to identify contraventions and determine appropriate enforcement action.
- Researches, prepares, and compiles reports for management, recommendations, and supporting documentation for management.
- Collects and maintains investigative records, including detailed written and electronic notes, photographic documentation, and any other evidence necessary to support enforcement actions and legal proceedings.
- Maintains current knowledge of applicable legislation, regulations, industry trends, municipal by-laws, standards, and enforcement practices through ongoing professional development, training, seminars, workshops, and independent study.
- Conducts scheduled and proactive parking enforcement patrols on foot and by vehicle throughout the municipality to monitor compliance with parking regulations, identify violations, and support safe and accessible public spaces.

- Enforces parking by-laws, including seasonal overnight winter parking restrictions, school zone parking regulations, and other parking-related provisions.
- Coordinates towing of unauthorized vehicles in accordance with Township policies and procedures.
- Participates in day, afternoon, evening, and overnight shift rotations, as needed, to meet operational and service delivery needs.
- Collects, compiles, and maintains evidence required to support prosecutions, hearings, and enforcement proceedings, including the preparation of court, tribunal, and Administrative Monetary Penalty System (AMPS) documentation.
- Attends court proceedings, tribunal hearings, and AMPS reviews, providing evidence and testimony as required.
- Prepares and presents evidence and documentation related to by-law enforcement matters before courts, tribunals, and hearing officers.
- Performs other related duties as required.

## Minimum Qualifications and Requirements

- Post-secondary degree or diploma in Police Foundations, Law and Security, Justice Administration, or related discipline.
- Ontario Association of Property Standards Officers (OAPSO) and Municipal Law Enforcement Officer (MLEOA) designations preferred.
- Minimum of two (2) years of demonstrated experience in progressive Municipal By-law Enforcement and Licensing positions or related enforcement experience, preferably in a municipal environment.
- Candidates with an equivalent combination of education, certification, training, and experience may be considered.
- This position requires flexibility to work a variety of shifts, including days, evenings, nights, weekends, and holidays, based on operational requirements.
- Thorough working knowledge of the *Provincial Offences Act, Highway Traffic Act, Municipal Act, Ontario Building Code, Dog Owner's Liability Act*, and other pertinent legislation related to municipal by-law enforcement and municipal by-law enforcement processes and practices including court documentation and proceedings.
- Possess sound judgement and the ability to apply analytical and decision-making skills.
- Interpretation skills in assessing a variety of complaints and the ability to determine the appropriate action.
- Ability to work under pressure by multi-tasking, priority-setting, negotiating compliance and mediating disputes while maintaining composure.
- Demonstrated complex problem-solving skills and attention to detail and accuracy.
- Knowledge of Provincial Offences Court procedures and Administrative Monetary Penalty System (AMPS) Hearing processes.
- Computer literacy, utilizing programs such as Microsoft Office Suite (Word, Excel, Outlook, PowerPoint).
- Ability to communicate, negotiate and mediate clearly.
- Excellent communication, interpersonal, and conflict resolution skills to effectively deal with demanding situations.
- Understanding and application of political sensitivity and dealings with confidential information.
- Strong work ethic and ability to work independently.
- Ability to adapt readily to rapidly changing demands and circumstances in a changing work environment.
- Ability to write reports and recommendations with respect to by-law issues and topics.
- Excellent time management, analytical, and problem-solving skills.
- Ability to establish and maintain strong work relationships with Members of Council and staff, notably Legislative, Building, Engineering and Public Works. Establishes courtesy and cooperation with administration and finance employees.
- Must possess a valid Class 'G' Driver's License and maintain a clean driver's abstract.
- A satisfactory Police Vulnerable Sector Check and annual Employee Offence Declaration is a requirement of this position.
- Must be able to meet the physical demands required of the position, including standing and walking for long periods of time.

**Work Location:** 205 Queen Street East, Fergus
**Please note:** *The primary work location for this position is expected to transition to the Centre Wellington Municipal Office (1 MacDonald Square, Elora) in early 2027.*

**Salary:** $80,396 to $90,434 per annum [2026 Rate]

**How to Apply:** Interested applicants are requested to submit a **single document** that includes their cover letter and resume in MS Word or PDF format by email to careers@centrewellington.ca by **November 15, 2026, at 11:59 p.m.** Please quote job posting '2026-68' in the subject line.

The successful candidate will be required to provide proof of current and valid certificate(s) and/or educational qualifications. We thank all those that apply; however, only those candidates selected for an interview will be contacted. **No phone calls please**.

*Information gathered relative to this position is done so in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will only be used for candidate selection. The Township of Centre Wellington is committed to an inclusive, barrier-free recruitment process. If you require accommodation at any stage, please contact us at hr@centrewellington.ca*

*The lands we know today as the Township of Centre Wellington have been home to Indigenous peoples since time immemorial. We acknowledge that we are on the treaty lands and traditional territory of the Anishinaabe and the Haudenosaunee (read more).*