Township of Cavan Monaghan
Job Description

Position: **By-law Enforcement Officer**

Reports to: Manager of Development Services/CBO

This Job Description is effective: September 2026

Job Summary

Reporting to the Manager of Development Services/CBO, the By-law Enforcement Officer is responsible for ensuring the By-laws of the Township are enforced, complied with and for investigation of alleged offenses of Township By-laws and other legislation. The By-law Enforcement Officer negotiates compliance with property owners and tenants through verbal and written communication and proceeds with legal action in accordance with applicable legislation and regulations.

This position may provide support to Animal Control and Livestock Evaluation when required.

Duties and Responsibilities

1. Enforce all Municipal by-laws approved by Council as required.

2. Performs duties of Provincial Offences Officer for the purposes of legal action or by-law enforcement.

3. Create/amend various By-laws as required.

4. Draft municipal policies when required to support by-laws.

5. Prepares public notices to educate the public on existence, content and intent of by-laws as well as the corporation's policy regarding action against violation.

6. Investigate and responds to all citizen complaints.

7. Attend meetings and court proceedings as required.

8. Manages the enforcement of the provisions of all Municipal By-laws in accordance with municipal requirements.

9. Ensures the confidentiality of all information in accordance with the Freedom of Information and Protection of Privacy Act.

10. Communicate professionally, and effectively with staff, consultants, lawyers, agencies and members of the general public, promoting a high standard of customer service.

11. Other duties may be assigned.

Work Environment

Exposure to hazards and inclement weather occasionally. Exposure to normal office environment. Requires adequate physical condition to conduct building and site inspections.

Job Knowledge/Education

- Two (2) year college diploma in Legal Administration, Law and Security, or acceptable equivalent training and experience.
- Valid G Class Driver's License and a satisfactory driver's abstract to be held and maintained
- Satisfactory Criminal Record Check
- Knowledge of Property Standards By-laws, Ontario Building Code Act, the Fire Code, the Municipal Official Plan and Zoning By-law, Municipal Freedom of Information Act, Landlord and Tenant Act and Provincial Offences Act
- Minimum two (2) years experience in By-law enforcement
- Excellent customer services skills including strong communication and deescalation skills
- Certification as a Municipal Law Enforcement Officer with the Municipal Law Enforcement Officers (MLEO) Association of Ontario and as a Property Standards Officer through the Ontario Association of Property Standards Officers (OAPSO) would be considered an asset.
- Ability to handle high stress situations

This position will include up to 14 hours per week contracted to a neighbouring municipality. Duties may differ between municipalities depending on available resources.

Reviewed By:

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Chief Administrative Officer

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Date