



By-law Enforcement/Compliance Officer

Company Description:

Thames Centre, nestled in the heart of southwestern Ontario, is a vibrant community on the eastern edge of Middlesex County and the City of London. Our unique mix of urban and rural living fosters strong community connections, top-notch services, and responsible leadership. Residents enjoy breathtaking natural landscapes, open spaces, and access to state-of-the-art recreation facilities, and outstanding local amenities. Thames Centre has been recognized as one of the Best Places to Work in Southwestern Ontario!

Job Description:

Reporting to the Director of Legislative Services/ Clerk, the By-law Enforcement/Compliance Officer is responsible for enforcing the Municipality's By-laws and investigating alleged municipal by-law offences and other legislation. Negotiating compliance with property owners and residents through verbal and written communication and proceeding with legal action per applicable legislation and regulations.

Responsibilities:

- Responds to complaints about zoning by-law and community standards issues to ensure conformity with various by-laws, including the Source Water Protection Plan.
- Responds to Animal Control complaints, including entering complaints into CityWide, issuing infraction notices, and general enforcement of animal control by-law.
- Provides the public and other interested parties with all necessary information and assistance relating to Municipal By-laws. Responds to inquiries. Interprets Municipal By-laws to determine non-compliance.
- Prepares offence notices and orders to comply and follows up on compliance issues. Initiates prosecution under the procedures set out in the Provincial Offences Act, swears information and serves summonses. Attends Provincial Offences Court and gives evidence based on the investigation.
- Issues and serves Notices of Violation, Orders to Remedy Non-conformities, including Emergency Orders, registers Orders on Title and authorizes the release of Orders on Title.
- Maintains accurate records of facts on all investigations in detail to support prosecution. Gathers information through investigation by identifying contraventions of Municipal By-law and negotiating compliance by providing relevant information on By-laws.

- In the absence of the Risk Management Official, duties shall include negotiating and establishing interim risk management plans, evaluating risk assessments, issuing orders/notices, and attending Environmental Review Tribunal hearings.
- Duties as a Risk Management Inspector include applying knowledge of the powers of entry to the property for inspection, following the Source Protection Plan and managing significant drinking water threats and activities in designated wellhead protection areas.
- Provides enforcement of Traffic Regulation By-laws by issuing certificates of parking infractions and maintaining records.
- Travels throughout the Municipality to monitor and ensure compliance with by-law offences to deal with unknown hazards, unsafe site conditions, confrontational property owners and contacting police and emergency services when required.
- Promotes compliance with municipal by-laws through public education.
- Provides a high level of customer service and responds efficiently to public inquiries, concerns and requests for information.
- Identifies and recommends changes/improvements to Thames Centre by-laws, policies, and procedures.
- Prepares reports for Council and attends Council meetings to present reports.
- Reviews applications, issues and enforces municipal licenses.
- Coordinates investigations with other government agencies where applicable.
- Maintains CityWide database of by-law complaints and issues.
- Under an altered work schedule, perform other duties, including weekend and evening shifts.
- Perform all other duties as assigned.

Note: All activities are expected to be performed safely, in accordance with the Occupational Health and Safety Act and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.

Minimum Qualifications:

- Post-secondary college diploma in law enforcement or related discipline.
- Three (3) years of work-related experience in by-law enforcement or policing.
- Qualified by the Ministry of Environment, Conservation and Parks (MECP) under O. Reg 287/07 for enforcement of the Clean Water Act.
- Working knowledge of current court procedures for prosecutions
- Computer literacy using database systems and processing programs.
- Knowledge of by-laws, applicable provincial and federal statutes and regulations, rules of evidence, and property rights, including the following: *Freedom of Information and Privacy Legislation, Municipal Act, Planning Act, Provincial Offences Act, Municipal By-laws as mandated, Clean Water Act, Occupational Health and Safety Act, Dog Owners Liability Act.*
- Exceptional interpersonal, time management, customer service and communication skills.
- Excellent analytical and decision-making skills.
- Good negotiation skills to gain compliance with by-laws and mediate controversial issues.
- Thorough organizational and time management skills
- Must be a self-starter and be able to work independently with little supervision.
- A valid G Driver's License in good standing.

What Thames Centre has to offer:

- A competitive salary ranging between \$77,383 to \$87,096 for 2024 with a 35-hour work week.
- Flex-time opportunities.
- Vacation-time entitlement recognizing previous years of service.
- Comprehensive benefits package, along with eligibility to enroll in OMERS pension plan.
- A supportive and collaborative work environment.

Ready to Apply?

Interested applicants are invited to submit a resume and cover letter before 6:00 p.m. on **Wednesday, December 11, 2024** to:

Anica Peter, Human Resources Manager
Municipality of Thames Centre
4305 Hamilton Rd.
Dorchester, ON, N0L 1G3
Email: apeter@thamescentre.on.ca

The Municipality of Thames Centre is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

All applicants are thanked for their interest, but only those selected for an interview will be further contacted. Information gathered is under the authority of the Municipal Freedom of Information and Protection of Privacy Act and shall only be used for candidate selection purposes.