



**North Middlesex
Corporate Services
JOB POSTING**

Corporate Services Coordinator / By-law Enforcement Officer

FULL-TIME PERMANENT OPPORTUNITY (Unionized Position)

Department: Corporate Services

Reports To: Director of Corporate Services / Clerk

Starting Date: October 2026

Position Summary:

Reporting to the Director of Corporate Services / Clerk, the Corporate Services Coordinator / By-law Enforcement Officer carries out inspection, enforcement, and administrative duties under municipal by-laws. The Corporate Services Coordinator / By-law Enforcement Officer investigates and attempts to resolve problems while liaising with a wide variety of groups and individuals. This position requires the ability to juggle multiple priorities and work under deadline pressure. Given the legal significance of key duties, high accuracy, attention to detail, and strict adherence to deadlines are critical. As a member of the municipal team, the incumbent is responsible for serving North Middlesex by meeting the needs and expectations of residents, businesses, and community partners.

Responsibilities:

By-law Enforcement (70% of Time)

- Act on and investigate complaints from the public concerning alleged municipal by-law violations, including conducting on-site inspections and working with owners and/or tenants toward resolution.
- Interpret municipal by-laws and related practices for the public, property owners, contractors, and other interested parties.
- Issue Offence Notices under the *Provincial Offences Act*.
- Initiate legal proceedings, including filing information with the appropriate Court.
- Issue work orders and written communications regarding non-compliance with municipal by-laws.

- Prepare and maintain detailed site inspection records (notes, photos, correspondence) and assist with reports to Council.
- Ensure necessary remedial action is completed to bring properties into compliance.
- Advise municipal legal counsel on case facts and represent the municipality in court as required.
- Conduct patrols for by-law infractions including but not limited to: parking, animal control, tidy yard, property standards.

Corporate Services (Administration) (30% of Time)

- Review existing by-laws in consultation with other departments and assist in drafting revisions or new by-laws.
- Analyze best practices for municipal by-law enforcement policies and procedures.
- Prepare formal correspondence, notices, orders, and letters for the public.
- Coordinate Work Order responses for property inquiries.
- Prepare and maintain required records, reports, statistics, and correspondence in accordance with the municipality's records retention and management systems.
- Ensure compliance with Accessibility for Ontarians with Disabilities Act (AODA) standards.
- Act as a steward in shared responsibility relating to records management.
- Perform related and 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. Necessary personal protective equipment must be used and maintained in good condition.

Qualifications and Experience:

Education & Certifications

- Post-secondary education in Police Foundations, Law and Security, or a related field.
- Municipal Law Enforcement Officer (MLEO) certification through the Municipal Law Enforcement Officers' Association of Ontario preferred.
- Certification as a Property Standards Officer is considered an asset.
- Valid Ontario Class G Driver's License with a clean driver's abstract.
- Completion of the Municipal Administration Program (MAP) through AMCTO is an asset.
- Strong investigative skills and sound judgement

- Completion of basic courses in planning, building code, by-law enforcement, or conflict resolution is considered an asset.

Preferred Experience

- At least three (3) years of municipal experience in by-law enforcement, with direct experience handling Zoning and Property Standards By-laws preferred.

Knowledge, Skills, and Abilities

- Strong knowledge of planning, building, and by-law enforcement activities, municipal policies, and the *Provincial Offences Act*.
- Excellent oral and written communication skills with strong investigative abilities and sound judgment.
- High level of customer service orientation with the ability to maintain a positive team environment.
- Proven conflict resolution skills with diplomacy, tact, and the ability to exercise discretion and strict confidentiality.
- Strong organizational and time management skills to prioritize workload and meet tight deadlines.
- Proficiency with computer systems and software (Microsoft Office Suite, database record-keeping).

Condition of Employment: The successful incumbent must provide a satisfactory Criminal Record and Vulnerable Sector Check, alongside a clean driver's abstract prior to commencement.

Hours & Working Conditions:

- **Hours:** 35 hours per week, Monday to Friday (with occasional evening/weekend work as required).
- **Work Setting:** Split approximately 50% site-based inspection work across the municipality and 50% office-based administrative duties.
- **Environment:** Direct interaction with the general public at the front counter, via telephone, and in the field; outdoor inspections in varied weather conditions.

Compensation:

- According to the applicable Collective Agreement pay grid.
- \$33.83 per hour
(Wage under review)

Ready to Apply?

Interested applicants are invited to submit a resume and cover letter detailing their qualifications by email in PDF format by **4:30 p.m September 25 2026** to:

Email: clerk@northmiddlesex.on.ca

Human Resources Attn: Clerk

Municipality of North Middlesex
229 Parkhill Main Street
Parkhill, ON N0M 2K0

The Municipality of North Middlesex 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 contacted. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will only be used for candidate selection purposes.