



## **Municipality of Northern Bruce Peninsula**

### **Seasonal By-Law Enforcement/Animal Control Officer (Temporary)**

**(April – October)**

**Reports to:** Chief Municipal Law Enforcement Officer

#### **Summary of Duties**

The By-Law Enforcement/Animal Control Officer functions as the main point of contact for the enforcement of by-laws and for the performance of duties under the Animal Control By-Law.

#### **Qualifications**

The ideal candidate should have at least a secondary school diploma, with preference given to those who have graduated from a community college program in justice, law enforcement, police foundations, or a related field. They should possess a general understanding of municipal government, as well as knowledge of provincial offences, municipal by-laws, and relevant statutes and acts related to by-law administration and enforcement. Previous supervisory and clerical experience is required, along with strong computer skills, particularly in Microsoft Office applications such as Word and Excel, as well as other custom software as needed. The candidate must demonstrate excellent organizational, interpersonal, and public relations abilities, along with strong written and verbal communication skills. A valid driver's license with a clear driving abstract is necessary, along with a clear criminal record check.

#### **Responsibilities-By-Law Enforcement**

The role involves enforcing municipal by-laws and monitoring parking areas to ensure compliance. Responsibilities include preparing warnings, compliance notices, and other correspondence, as well as writing, issuing, filing, tracking, and taking appropriate action on all tickets issued. The individual may be required to appear in court as needed. They will handle inquiries related to by-law enforcement via telephone, written communication, and in-person interactions. Regular patrols are conducted to ensure adherence to all by-laws, and the individual provides expertise, guidance, and assistance in the preparation and amendment of municipal by-laws when required.

Liaising with the Crown Law Office on matters related to by-law enforcement is also a key duty. Additionally, the role includes maintaining an organized and functional filing system as directed by each municipality.

### **Responsibilities-Animal Control Officer**

The Animal Control Officer is responsible for picking up stray dogs found by individuals other than their owners and capturing them using nets or other appropriate equipment. If the dog is wearing the required identification tag, the officer will return it to its owner. In cases where no tag is present and ownership is unclear, the officer will contact the Municipal holding center to arrange temporary shelter for the animal until it is claimed.

Upon arrival at the holding center, the officer must complete all necessary paperwork. Additionally, the role includes investigating reports of dog bites, vicious dogs, unleashed dogs, dogs running at large, and individuals failing to purchase current dog tags. When necessary, the officer issues verbal warnings, warning letters, Provincial Offence Notices, and Summons related to animal control investigations.

### **Other Duties and Responsibilities**

The Property Standards Officer is responsible for enforcing the provisions of the Property Standards By-Law. This may include issuing orders and ensuring compliance with municipal regulations. When necessary, the officer may be required to appear before the Property Standards Committee and participate in court proceedings related to issued orders.

### **Working Conditions**

The position requires a flexible work schedule of 37.5 hours per week, which may include evenings, weekends, and on-call duties. A vehicle will be provided for work-related use, along with appropriate clothing, equipment, and an identification badge. The role requires maintaining a professional and courteous attitude, as well as a neat and tidy appearance. Physical fitness is essential, as the job involves prolonged periods of walking, standing, or riding. Safety equipment will be provided as needed to ensure duties are performed securely. The position may involve frequent interactions with difficult or upset individuals and exposure to animals in various states of health and temperament.